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ABSTRACT

This handbook contains policy and procedure guidelines for establishing and maintaining libraries for the Department of Housing and Urban Development (HUD) (in regional, area, and insuring offices). In addition to delineating the relationship between these field libraries to the headquarters HUD Division Library, the text offers guidelines affecting: staffing, budgeting, physical planning, acquisition of materials, and the organization and circulation of materials. This document supercedes the Home Finance Agency's "Initiating and Operating Procedures for Regional Office Book and Periodical Collections." (EMH)

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1. This Transmittal transmits:
   Handbook 2265.3, Field Library Guidelines.

2. Explanation of Material Transmitted:
   This Handbook presents minimum policy and procedure guidelines for the establishment, maintenance, and development of Regional, Area and Insuring Office library facilities.

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FIELD LIBRARY GUIDELINES

MAY 1975

HUD STAFF

A HUD HANDBOOK

ADMINISTRATION

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
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FOREWORD

This Handbook presents minimum policy and procedure guidelines for the establishment, maintenance, and development of Regional, Area and Insuring Office library facilities. Budgetary and staffing limitations may constrain the capability of a given office to meet these minimum guidelines from time to time. Nevertheless, every effort should be made to provide adequate staff on a collateral or part-time basis when permanent full-time staff is not available for the effective performance of the library functions set forth in this Handbook.

It is designed primarily for the Regional, Area and Insuring Office personnel, a diverse group with varying knowledge and experience in library policies, skills, and techniques. Additional guides to organizing and managing a library facility, especially for non-professional employees, are in Chapter 12, Library Organizational Guides: A Selected Bibliography.

The relationship between the headquarters HUD Library Division and the field is delineated.

Libraries were established in HUD field offices in response to staff needs for documentation and technical information to support and develop Departmental programs.

A library is herein defined as a place set apart for an organized collection of recorded informational material in different formats maintained and developed by a qualified individual to meet user needs.

Except where noted, all procedures described are those used in the Headquarters Library. These procedures are examples only and may be modified or adapted to meet the needs of an individual field library.

This Handbook supersedes and cancels the Housing and Home Finance Agency's "Initiating and Operating Procedures for Regional Office Book and Periodical Collections", April 1962.

It supplements Handbook 2265.2, Library and Program Information Services, September 1971.

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CHAPTER 1. GENERAL

1. REGIONAL LIBRARY MISSION AND FUNCTIONS. A Regional Library should provide full documentation and technical information services to support the Departmental programs. The Regional Librarian is responsible for accomplishing this mission by:

   a. Providing full range of library services to Regional personnel and outside clientele;

   b. Using information resources to assist Regional and Area/Insuring Office personnel in the execution of their duties;

   c. Maintaining and developing regionally comprehensive collections on housing, community development, and related subjects;

   d. Assisting and having technical direction for the establishment, maintenance, and development of Area and Insuring office libraries;

   e. Managing the libraries by applying general guidelines provided by the Headquarters Library, whenever suitable and feasible;

   f. Controling and developing library procedures and establishing the professional policy and programs;

   g. Planning and introducing the most effective system (economic and otherwise) for all Regional library operations and processes;

   h. Coordinating library activities and providing programs, assistance, technical guidance and support to achieve maximum productivity and utilization of the collection;

   i. Providing linkage between the Regional library, Headquarters Library, and Area/Insuring Office libraries;

   j. Evaluating the performance of the Area and Insuring Office libraries through regular field visits, to determine policies and directions for their development;

   k. Assisting in the selection and recommendation of candidates for library positions within the Regional library network;

   l. Preparing budget for Regional library network;

   m. Serving as depository for HUD publications, HUD supported technical reports, and planning studies covering the Region;

n. Representing the Region on technical information system matters and documentation with outside libraries, agencies, and the public;

o. Serving as principal advisor on library matters to the Regional Administrator and his staff;

p. Assisting and advising communities, civic groups, universities, professional organizations, private firms, and other outside concerned groups on library resources, techniques, new developments, and research in the field;

q. Making the library facilities available to Federal, state, and local officials, other government libraries, scholars, legislators, practitioners, researchers, business and academic communities, citizens associations and other groups interested in housing and related topics;

r. Participating in professional meetings and training programs such as the Federal Interagency Field Librarians' Workshop to keep abreast of new developments in library services.

2. STAFF FUNCTIONS AND QUALIFICATIONS. It is recommended that the Headquarters Library and the Civil Service Commission be consulted for information on library staff functions and qualifications.

3. REGIONAL LIBRARY ORGANIZATION. The Regional Library is under the general direction of the Regional Director, General Services Division, Assistant Regional Administrator for Administration. It receives general guidance and assistance where needed from the Headquarters Library Division. The Regional Librarian is responsible for the maintenance of the Regional Library and technical direction of Area and Insuring Office collections within the Regional jurisdiction.

4. AREA LIBRARY STAFFING. When the Area Offices were established, each was provided with core legal and reference collections. These collections have been maintained, in many instances, by a clerk or legal secretary.

The growth of Area Office responsibility and staff, following the decentralization of more HUD activities, created a need for more vital and comprehensive Area library facilities. Some Areas have begun to respond to the increased need by hiring professional librarians or library technicians.

5. AREA STAFF RESPONSIBILITIES. Although the Area librarian or technician is under the general technical direction of the Regional Librarian, he must be able to function independently.

The Regional Librarian should delegate as much authority as possible to the Area librarian or technician. The latter's primary duty is assessing the information requirements of Area personnel, then ordering, processing, and maintaining the material to meet these requirements.

6. REGIONAL STAFF RESPONSIBILITIES. The Regional Librarian will provide technical assistance to library facilities in the Region for which he is responsible and remain in frequent communication with the staff. The Area libraries/collections should be visited on a regular basis. This is done to insure a coordinated Regiona, Area and where needed, Insuring Office library and information network.

7. INSURING OFFICE COLLECTIONS. Some Insuring Offices may require a small reference and general collection pending the establishment of a permanent library facility. The Regional Librarian should supplement this collection with loaned materials when necessary.

8. ROLE OF THE HEADQUARTERS LIBRARY. The Headquarters Library Division

   a. Provides general policy and procedure guidelines for the establishment, development and maintenance of HUD Regional libraries, Area Office collections, and where needed, Insuring Office collections;

   b. Assists by providing information on staffing patterns, qualifications and personnel selection;

   c. Renders technical assistance in all facets of library operation, including personnel orientation and development, physical planning, specialized furniture and equipment requirements, book selection and procurement, cataloging, reference, and bibliography;

   d. Gives special assistance to newly established libraries and those lacking full-time or professional library staff;

   e. Provides support and technical guidance where needed in any aspect of the operations via Headquarters staff visits to Regional and Area Office libraries;

   f. Evaluates the effectiveness of the Regional library network and makes recommendations to responsible Regional staff;

   g. Orients field librarians, especially when newly appointed, in Headquarters Library facility;

   h. Assists in planning the annual Federal Interagency Field

Librarians' Workshop which all HUD field library personnel should attend;

i. Plans the Basic Library Skills Workshop for non-professional field library personnel held at the HUD East or West Training Centers;

j. Augments the collections of each Regional Library through the purchase of a selected number of significant books in the fields of housing and community development;

k. Distributes duplicate Headquarters materials, particularly to newly established libraries. A sample catalog card accompanies each purchased item, and in most instances, duplicate material as well;

l. Provides indexes and guides to the community development literature via its periodically published series "Housing and Planning References", "Book Review", special bibliographies, and the "Dictionary Catalog of the U.S. Department of Housing and Urban Development Library and Information Division" in nineteen volumes with two supplements. (The last item is available in Regional Libraries only.)

m. Assigns one librarian as Library Regional Liaison between Headquarters and its field libraries. In addition to the many services provided by all sections of the Headquarters Library, this person is assigned nearly full-time to field library concerns, assisting or representing them in various activities.

9. BUDGET CONSIDERATIONS. The initial costs to be considered in establishing a library, exclusive of salaries, include purchase of a basic collection of legal materials, books, and periodicals and equipment. Price information on basic law and general books as well as periodicals may be found by consulting the sources listed in Chapter 4, Aquisition of Material.

10. ANNUAL BUDGET FACTORS. When estimating future budget requirements, allow for price increases for books, subscriptions, equipment, and library supplies, since costs are continually rising. The following are some of the key factors to be considered in yearly budget planning:

a. Acquisition of new legal materials, books, periodicals, microforms, etc.

b. Maintenance of all library materials (including subscriptions, revisions and updating services)

c. Binding and repair

d. Equipment

e. Travel expenses, including official travel to the Headquarters Library for orientation and training, to professional meetings and training workshops such as the Basic Library Skills Workshop and the Federal Interagency Field Librarians' Workshop, to learn fundamental library procedures and keep abreast of new developments in library services, and reciprocal visits between the Regional Librarian and Area and Insuring Office library personnel for training, evaluation, and support purposes.

CHAPTER 2. PHYSICAL PLANNING

11. LOCATION. Experience has shown the location of the library must be chosen carefully. An attractive, convenient space promotes user interest and stimulates regular use of the library. The selection of an unattractive, out of the way spot adversely affects library service. It is desirable to select an area near the legal staff as they need library materials as essential working tools more immediately and frequently than other staff.

12. SIZE. Most newly established Regional libraries have a minimum of 1,000 square feet; the Area facilities a minimum of 500 square feet, and Insuring Office facilities a minimum of 250 square feet. Where additional space is available, the library space should increase as the collections expand and clientele and library staff increase.

13. PLANNING THE PHYSICAL LAYOUT of the library should be the responsibility of the librarian. Working with HUD management personnel, the librarian should make a scale floor plan of the proposed library area showing such items as doors, windows, pillars, electrical outlets and other permanent fixtures. The librarian should experiment with the space alloted to achieve a layout that is functional and efficient. Frequently, a library supply firm will assist in layout planning without any obligation.

    To facilitate space planning, the library may be divided into four main areas - reading, stack, service, and work. To best utilize the space available, it may be necessary to combine two or more of these areas.

    a. The Reading Area should have an adequate number of tables and/or carrels, placed to provide maximum privacy, illumination, and noise control. Space allowance for each reader depends on the type of seating selected. Tables, 60" x 30" can accomodate four readers satisfactorily. Carrels, 36" x 24" and enclosed on three sides give privacy and adequate work space for each reader. Passageways of three to four feet should be allowed between seating. When planning this area, determine normal use (not peak load) to insure efficient utilization of reader space.

    b. Planning the Stack Area requires an estimate of the shelving necessary to house the present collection with allowances for expansion. Eight books per linear shelf foot is often used to calculate stack capacity. (This measurement varies from six to twelve books per shelf foot.) The figure is based on a standard shelving section consisting of seven shelves, each three feet wide, holding ninety volumes with allowance for growth. As this figure varies according to the type of

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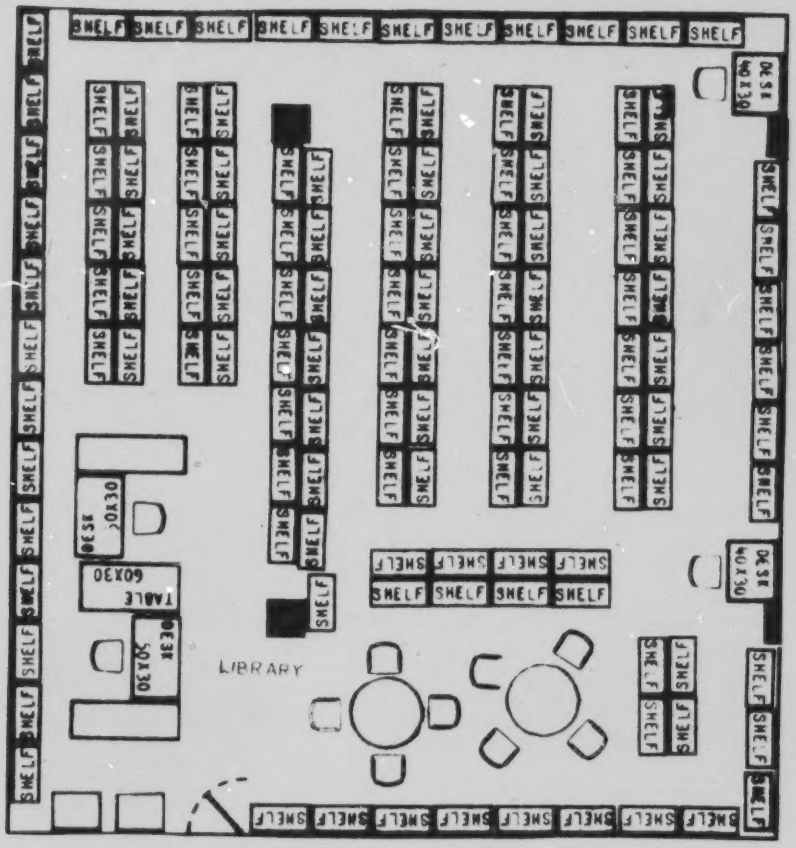
Figure 1

Floor Plan

Dallas Regional Office Library



collection and average volume size, many librarians measure a linear shelf foot of books from their existing collection and base their estimates on the resulting number.

Floor loading requirements must also be considered in stack areas. Most office buildings will have standard floor loading rates of 125 to 175 pounds per square foot. Consultations with building designers or operators will determine adequacy of library stack loads. Where possible, stacks should be located near bearing walls and supporting columns to allow maximum weight distribution. Space between stacks varies from thirty inches to five feet. The average is three feet.

c. The Service Area generally houses Reference and Circulation. It should be placed at the entrance to the library for reception, service, and control purposes. Sufficient space will be needed for such items as the card catalog, display racks, reference collection, dictionary and atlas stands, charging and/or reference desk, etc. (See Paragraph 14, subparagraph f, Equipment Checklist) Each staff member requires a desk and comfortable chair. If this is a combination service-work area, space for typewriters, work tables, file cabinets, etc. is also necessary.

d. The Work Area is space not normally used by the public. It is a room for the staff, where they may order, receive, and catalog library materials. In a Regional or Area library, it may be necessary to combine the staff and work areas.

e. A Sample Floor Plan of the Dallas Regional Library facility (Figure 1) is included in the exhibits. While not a model layout, it is a good example of library planning and design.

14. FURNITURE AND EQUIPMENT. With the exception of certain specialized equipment, library office furnishings are like those of any business office. They should be attractive, durable, safe, and maintenance-free.

The specialized equipment - shelving, card catalog, study carrels, etc., - is discussed below. A checklist of the items needed to establish a library facility is at the end of this section. This equipment as well as other library furnishings may be ordered through library supply firms such as Demco Educational Corp., Box 1488, Madison, Wis. 53701, Gaylord Bros., Inc., Box 61, Syracuse, N.Y. 13201, Remington Rand, Library Bureau Div., 801 Park Ave., Herkimer, N.Y. 13350, and the "Federal Supply Schedule", FSC Group 71, Part 13, "Library Furniture - Metal and Wood", when the

latter can fill the library's special functional needs.

a. Shelving. In a library, adjustable steel shelving is more practical and efficient than conventional bookcases. It is flexible, durable and reasonably priced. A standard section of steel shelving is seven feet, six inches high, three feet wide and has seven shelves. Ten-inch-deep shelving with a twelve inch base for stability accomodates most average-size books. Ten inches is the nominal depth figured from the center of the range to the edge of the shelf; therefore, its actual depth is nine inches.

There are two basic types of shelving:

(1) Bracket - shelving suspended from a pair of uprights by brackets.

(2) Standard or sheet metal - shelving that slides into slots in the end panels.

The bracket type has been found most effective for HUD Library materials. It is simple, flexible, and less expensive. Costs will vary according to the type of finish and end panels selected. Wood end panels are desirable for appearance, stability and noise control.

When ordering shelving, specify single-or double-faced. (Double-faced is shelving placed back to back to form double ranges.)

b. Book Ends. The most commonly used book end is a sheet of metal with a U-cut in it. The U-tongue is bent so it fits under the books and supports them. These can be obtained with a composition cork or urethane covering on the base to hold the books more securely, prevent sliding, and keep the shelves from being scratched. The large size provides maximum support.

Wire book ends that may be inserted in the overhead shelf are available from some manufacturers. However, they are usually difficult to insert, adjust, and often damage paper bound publications, a large part of HUD collections.

c. The Card Catalog is an essential piece of library equipment. A new Regional library should order a fifteen drawer unit and leg base.

d. Carrels provide private, functional study units for libraries. Most are designed to be used singly or combined to provide

space for two or four persons. They are usually 36" x 24" with back and side panels as high as two feet. Both carrels and tables should be chosen for their resistance to stain and wear. They should not have polished surfaces that will reflect the light into the readers' eyes nor should they be so dark that reflected light is poorly distributed. A laminated plastic surface is relatively maintenance-free and can be ordered with a finish that eliminates glare.

e. Display Racks. Slanted shelving is often used to display current books and magazines. It is possible to purchase combination periodical display and storage shelves. Older journal issues are stored under the slanted shelf which lifts and slides back into the unit.

(1) Magazine racks with five or six compartments of varying depths are also available. However, if journals of different sizes are filed alphabetically, a small magazine can be lost in one of the deeper compartments.

(2) A newspaper rack or stick holder is convenient for displaying the latest issues. In one variety, newspapers are secured by six wedge shaped wood sections held together with a heavy rubber ring; another uses an aluminum stick with pins. The sticks are then attached to a holder or hung from a rack.

f. Equipment Checklist:

(1) Shelving

(2) Shelving Ladder

(3) Step Stools

(4) Book Trucks

(5) Card Catalog

(6) Charge File

(7) Visible Card File

(8) Carrels (3) and/or

(9) Table (60" x 30") and Chairs

(10) Desk (60" x 30") and Chair

(11) Typist Desk (60" x 24") and Chair

(12) Telephone(s)

(13) Electric Typewriter(s)

(14) Work Table(s)

(15) File Cabinet(s)

(16) Book Display Rack

(17) Periodical Display Rack

(18) Dictionary/Atlas Stand

(19) Bulletin Board

(20) Wall Clock

(21) Rug

(22) Costumer, Wastepaper Baskets, Ash Trays, etc. for reader use

Other usual office equipment

CHAPTER 3. THE COLLECTIONS

15. SCOPE. Regional and Area libraries should contain information on HUD, its programs, activities, and areas of interest. Building the collections depends on the individual requirements of each library facility. Special character and jurisdictional needs should be studied carefully before establishing the collection policy. Once established, the scope and adequacy of the collection must continually be evaluated in view of changing organizational interests and new program developments. Key legal, administrative and program staff should be consulted as to their needs.

16. Small CORE COLLECTIONS were procured by the Headquarters Library for newly established Regional and Area Offices. All Regional and Area Office libraries should include these basic collections plus materials sent subsequently, currently issued HUD publications and pertinent HUD sponsored studies including Demonstration Grant, research, Comprehensive Planning (701) Reports, Model Cities Plans, etc.

17. SELECTION GUIDES. The following can also be used as selection guides:

    a. "Housing and Planning References" (subject coverage and titles)

    b. "Dictionary Catalog of the U.S. Department of Housing and Urban Development Library and Information Division" issued by G.K. Hall and in particular, the up-to-date supplements.

    c. "Information Sources in Housing and Community Development"

    d. Bibliographies and other publications of the HUD Library and Information Division

    Further details may be found in Chapter 4, Acquisition of Materials and Chapter 7, Reference Service, Paragraph 56, Information Sources.

18. The SIZE of a collection, like its scope, is determined by its purpose, the needs of its users, and its budget.

19. ORGANIZATION. The HUD Library collection is divided into smaller entities by content or form. The following are brief descriptions of some of these categories. For a complete listing, see Issuance 2265.2, Library and Information Services, Chapter 4, The Collections, as these divisions may also be useful for Regional and Area libraries.

a. General Collection - books (other than law), pamphlets, documents, and technical reports.

b. Reference Collection - selected publications useful in answering reference questions. They are primarily dictionaries, biographical directories, trade directories, encyclopedias, and periodical indexes.

c. Law Collection - treatises, state and federal statutes, regional reporter series, law periodicals, law reference materials, etc.

d. Periodical Collection - publications issued two times a year or more often.

e. Comprehensive Planning Reports - reports prepared by state, metropolitan and local planning agencies under grants from HUD for Comprehensive Planning Assistance under Section 701 of the Housing Act of 1954, as amended.

f. Folios - oversize books and reports.

g. Vertical Files - booklets, pamphlets, etc. small in size or of a fragile or ephemeral nature.

20. CONSOLIDATION. All collections, general, reference, law, etc., should be housed in one library for convenience, control, ease of maintenance, and to avoid duplication.

21. Constant MAINTENANCE is necessary to preserve the usefulness of library collections. All materials should be promptly returned to their proper place after use, collections checked regularly to maintain them in correct order, and if possible, inventoried to replace or withdraw damaged and missing items.

To assist the users, locations of the various collections should be clearly indicated and each range of shelving properly labeled. If possible, the shelves should be only half full to prevent crowding and avoid frequent shifting.

a. Looseleaf materials such as pocket parts, inserts, additions and the like should be filed immediately to keep publications up to date.

b. Circulation controls should also be maintained to enable the library to serve users effectively. Accurate records should reflect the disposition of each item not on the shelf. (See Chapter 8, Circulation for further information on circulation records)

CHAPTER 4. ACQUISITION OF MATERIALS

22. The ACQUISITION PROCESS is a continual selection of recorded materials relevant to the needs of the organization and its client groups. It includes the procurement of individual items requested by staff members. Where possible, these needs are anticipated, and materials procured in advance. Procurement of all publications must go through the Regional Library.

23. SELECTION SOURCES. Following are some general sources that should assist in locating suitable literature, both purchased and free. For more complete information, consult HUD Library Division's "Information Sources in Housing and Community Development."

    a. Books. Some sources used in book selection include: Publisher's Weekly" and "Weekly Record", recommendations from the staff, publishers' catalogs and announcements, bibliographies, ASPO "Planning", news releases, reviews in trade and professional journals, HUD Clipsheet, and HUD Newsletter.

    b. Periodicals. Information about periodicals, including subscription prices, may be found in the "Ayer Directory of Newspapers and Periodicals", "The Standard Periodical Directory", "Ulrich's International Periodicals Directory", the Library of Congress' "New Serial Titles" (does not include prices) and "HUD Library Periodicals List" (does not include prices).

    c. Government Documents. The "Monthly Catalog of U.S. Government Publications" published by the Superintendent of Documents, U.S. Government Printing Office lists government documents State agencies usually issue a checklist of their publications. For example, the California State Library publishes "California Publications". The Library of Congress issues information on state documents in its "Monthly Checklist of State Publications". Commercial indexes and announcements of municipal documents also contain information on Federal, state and local government materials.

    d. Clientele. One of the best sources on what to procure is the library's clientele. A small facility, especially, must rely heavily on suggestions from the staff it serves. In some organizations, subject specialists are asked to scan technical journals in their fields for possible acquisition items.

24. VERIFICATION. Before acquiring any item, verify the author, title, publisher, and price in an appropriate source such as "Books in Print" or the "Ayer Directory". Then, check the card catalog and

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Figure 2

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

REQUISITION FOR SUPPLIES, EQUIPMENT, FORMS, PUBLICATIONS AND SERVICES

(See Instructions on Reverse of Last Copy)

1. REQUISITION NUMBER: TF-3-73

2. DATE: May 18, 1973

FOR SERVICES USE ONLY

3. CONTROL NUMBER

4. DELIVER TO

NAME: Elsa Freeman

ROOM NUMBER: 8141

TELEPHONE NUMBER: 56382

5. POSTED BY

6. FILLED BY

DIVISION AND BRANCH

BUILDING: HUD

7. OFFICE CODE: 02800 3115

8. ITEM NUMBER	9. DESCRIPTION (Double space between lines)	10. QUANTITY	11. UNIT OF ISSUE	12. UNIT PRICE	13. AMOUNT	14. ACTION CODE
1.	Wagner, Richard Edward The Incidence of Public Expenditure: Public Housing as an Illustrative Example. (Hard Copy) FROM: Xerox University Microfilms Dissertation Copies P.O. Box 1764 Ann Arbor, Michigan 48106	1	ea.		$10.00	

15. I certify that the items requisitioned above have been received.

(Date) (Receiving Employee)

16. REQUESTED BY

TITLE: Director

HUD-10 (11-70) REPLACES FORMS FHA-78, FHA-78A, FHA-108 AND PREVIOUS EDITION WHICH ARE OBSOLETE

the pending and completed order files to ascertain that the requested materials are not already in the collection or on order.

25. APPROVAL. The librarian should approve all selections for the library since he is responsible for collection development. He should evaluate each acquisition request, whether the material is free or must be obtained through purchase, in terms of the scope of the collection, user needs, resource and budgetary limits. Items needed for official use, but which are outside the scope of the collection, should not be purchased, but should be borrowed from another library on interlibrary loan. (See Chapter 8, Circulation, Paragraph 63, Interlibrary Loans).

26. PURCHASED MATERIALS. Library publications are acquired by purchase, exchange, gift, or free request. Purchased materials may be obtained through the Procurement and Grants Division, Office of Procurement and Contracts (OPC), using the proper object class as specified in Issuance 2160.4B, Chg. 1, "Handbook of Codes".

In Headquarters, both general and legal are ordered under object class 3115; periodicals and legal subscription items, including pocket parts, are ordered under object class 2640.

a. Ordering procedures may vary slightly from library to library. Items not available through a book jobber or publisher (See Paragraph 27, Special Accounts) are ordered on a HUD-10, "Request for Supplies and Equipment" (Figure 2) with the personal author or issuing organization, complete title, publisher and address, date, edition or subscription period, and price. In the case of renewal subscriptions, add the words "To continue PO_____" and supply the previous year's purchase order number, giving Federal Supply Schedule number where applicable. The listed items may be from different publishers as long as they are ordered under the same object code.

b. Federal Supply Schedule. Items available through the Federal Supply channels must be purchased from the vendor indicated on the Federal Supply Schedule, even though they are also available from a jobber or book store. On the HUD-10, include pertinent information using exact wording from the Supply Schedule. The FSS price is generally lower than the price on the open market and has been established through General Services Contract to reduce costs to the Government.

c. A completed HUD-10 is sent to OPC where purchase orders (Figure 3) are prepared. The librarian retains the green copy of the HUD-10, and OPC later returns one additional copy after assigning a control number to the

2265.3

Figure 3

METHOD OF PURCHASE
INDICATE METHOD BY NUMBER

1. Federal Supply Schedule
2. Federal Supply Service Stock
3. Surplus Property Transfer
4. Advertising (R.S. #3709)
5. Other Exemptions from R.S. #3709
6. Miscellaneous

HUD—35
(2-66)

PURCHASE ORDER

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

This number must appear on all packages and papers relating to this order.

Order No. HUD-341-74

Point of Issue: Washington, D.C. 20410

Date: 3/15/73

Requisition No.: B-73-73

Allotment:

Appropriation Symbol and Title:
8643980
07800
3115

TO: (Name, Address and Zip Code)
SELLER
Institute of Governmental Affairs
University of California
Davis, California 95616

Consignee and Destination
SHIP TO
Department of Housing and Urban Development
Library - Room 8233
451 - 7th Street, S.W.
Washington, D.C. 20410

Invitation No.	Contract No.	Time for Delivery	Discount Terms
	Open Market	1-30 days aro(9/18/73)	Net

F. O. B. Point: | Ship Via: | Gov't. B/L No.:

ITEM NO.	ARTICLES OR SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	Multi-Services Centers: Innovations in the Delivery of Welfare Services.	2	Each	3.00	$6.00
LONDON					
				TOTAL	$6.00

INSTRUCTIONS TO VENDORS

To receive payment submit a public voucher (U. S. Standard Forms 1034 and 1034a) or two copies of your invoice. Payment will be made by: Department of Housing and Urban Development.

Signature

Name E.L. Ward, Chief
Title Procurement Section

202 755-5051

VENDOR'S COPY

5/75

Figure 4

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

REQUISITION FOR SUPPLIES, EQUIPMENT, FORMS, PUBLICATIONS AND SERVICES

(See Instructions on Reverse of Last Copy)

1. REQUISITION NUMBER: B-12-74
2. DATE: August 28, 1973

FOR SERVICES USE ONLY
3. CONTROL NUMBER
5. POSTED BY
6. FILLED BY

4. DELIVER TO

NAME	ROOM NUMBER	TELEPHONE NUMBER	BUILDING
Elsa S. Freeman	8233	56938	HUD

DIVISION AND BRANCH: Library & Information Division

7. OFFICE CODE: 07800 3115

8. ITEM NUMBER	9. DESCRIPTION (Double space between lines)	10. QUANTITY	11. UNIT OF ISSUE	12. UNIT PRICE	13. AMOUNT	14. ACTION CODE
	Renew blanket order account with the McGraw-Hill Book Company. By special arrangement with their Library Services Division. Books received from them can be obtained with up to 40% discount. Orders should be consolidated and invoiced once a month for all items delivered. Each invoice should cite the blanket order number. Payments will be made monthly on the basis of each invoice. Orders are to be addressed to: Ms. Maureen Frascinella Library Services Division McGraw-Hill Book Company 1221 Avenue of the Americas New York, N. Y. 10020 TOTAL NOT TO EXCEED:				$300.00	
	To continue P.O. 746-73 PLEASE EXPEDITE					

15. I certify that the items requisitioned above have been received.

(Date) (Receiving Employee)

16. REQUESTED BY

TITLE: Director

HUD-10 (11-70) REPLACES FORMS FHA-78, FHA-78A, FHA-109 AND PREVIOUS EDITION WHICH ARE OBSOLETE

2265.3

Figure 5

Book Order Form

CLASS NO.	AUTHOR			L. C. CARD NUMBER
	Galenson, Walter, ed.			CARD SETS ORD'D
ACC. NO.	TITLE Incomes policy: what can we learn from Europe?			L.C.
LIST PRICE	PLACE	PUBLISHER	YEAR	L.J.
7.50	Ithaca, NY	Cornell Univ. Press	1973	
DEALER	VOLS.	SERIES	EDITION	WI
NO. OF COPIES	RECOMMENDED BY	DATE ORDERED	COST	OTHER
1				
ORDER NO.	FUND CHARGED	DATE RECEIVED	S.B.N.	

U. S. Department of Housing and Urban Development
HSB Library
Washington, DC 20410

Mo. Labor Rev.8/73, p.92

CLASS NO.	AUTHOR			L. C. CARD NUMBER
				CARD SETS ORD'D
	TITLE			L.C.
ACC. NO.				
LIST PRICE	PLACE	PUBLISHER	YEAR	L.J.
DEALER	VOLS.	SERIES	EDITION	WI
NO. OF COPIES	RECOMMENDED BY	DATE ORDERED	COST	OTHER
ORDER NO.	FUND CHARGED	DATE RECEIVED	S.B.N.	

U. S. Department of Housing and Urban Development
Library
Washington, DC 20410

requisition. Generally, when a purchase order is issued by the Procurement Section, the following three copies should be sent to the librarian: (1) Receipt Copy (pink), (2) Property Record Copy (yellow), and (3) Consignee Copy (white). When material purchased is received, the librarian signs all copies of the purchase order and makes the following distribution: (1) pink copy to Accounting, (2) yellow copy to Procurement, and (3)

27. SPECIAL ACCOUNTS. A library may procure materials through special or blanket accounts with book jobbers, publishers, or local book stores. These accounts are established by submitting a HUD-10 to Procurement requesting that a contract or purchase order be issued for a certain amount. (Figure 4) Once a blanket account has been opened, the library may send orders direct to the vendor without the necessity of submitting further requisitions and having individual purchase orders issued for each item. The number of orders sent to each vendor is limited only by the dollar ceiling established when the blanket account was opened. The Central Office has such accounts with a book jobber, publishers, and a book store.

a. Other special accounts are also available with the Government Printing Office, Library of Congress, and the National Technical Information Service.

b. GPO Outlets. In addition to the main Government Printing Office in Washington, D.C., there are GPO outlets in each city in which HUD has a Regional Office. These outlets were established primarily to provide the public with a source for government agency publications, thus relieving these agencies of the burden of public requests. However, each store manager selects the items to be stocked. Therefore, items needed by a library on a continuing basis could be stocked if the librarian informed the manager of the need. The full range of GPO publications in stock is, of course, available by direct order from the central Government Printing Office in Washington. Further information on establishing this and other special accounts may be obtained from the Acquisitions Section, Headquarters Library, or the organizations themselves.

28. BOOK ORDER RECORDS. Many types of book order forms are available. The Headquarters Library uses a five-part form produced specifically for its use by the Government Printing Office. (Exhibit 5) Gaylord Bros. and other library supply firms also have multiple order forms that may be adapted to Regional, Area, or Insuring Office needs. The five copies of the GPO form are coded by color - yellow, white, pink, blue, and buff - for various purposes. The form contains space for basic

order information including author, title, place, publisher, date, price, number of copies, etc.

a. For blanket accounts, all copies are used. The yellow and white copies are sent to the vendor; the white is returned with the book. The pink copy is filed by order number in a separate file for each blanket account. The order number consists of two parts - the purchase order used to open the account and a running number assigned in sequence. The green and buff copies are stapled together and filed by author in the pending order box. When ordering books on a HUD-10, only the green and buff copies are kept and filed in the pending orders.

b. On receipt of an item, the green and buff cards are dated; the green remains in the pending order file. The buff copy is attached to the book until it is cataloged, classified, and sent to Circulation for shelving. At this time, the card with its book number (Chapter 5, Technical Organization of Materials, Paragraph 39, Classification) written in the appropriate space, is returned to the Acquisitons Section. The green is then discarded, and the buff placed in the completed order file.

c. Other Uses. These book order forms have a variety of possible uses. As indicated, a field library may adapt them to their individual needs. For example, one could be used as a temporary catalog card. Even if a Regional or Area library does not use all the parts of a multiple form, the form can be a useful and timesaving acquisitions tool.

29. FREE MATERIALS. A library may obtain free copies of many publications on request. The Headquarters Library uses HUD-43, "Request for Publications", (Figure 6) to secure these materials. (A two-part form, HUD-43A, "Request for Publications", was designed for Regional use (Figure 7) and may be obtained in the usual manner from Headquarters.) The form consists of four parts - white, pink, cream, and buff. The white and pink copies are sent to the issuing organization; the cream and buff cards remain in the pending order file until the item is received. Free publication requests may also be made by telephone, but a similar record should be kept of each one in the pending order box.

30. GIFTS AND EXCHANGE. A Regional or Area Office library may also receive free materials in exchange for HUD publications or as gifts. To avoid duplication, gift items must be searched and verified in the card catalog before being processed. Libraries cannot afford to discard valuable items; however, they also can-

Figure 6

HUD-43, "Request for Publications"

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
LIBRARY
WASHINGTON, D.C. 20410 HUD-43(11-68)

REQUEST FOR PUBLICATION

Kindly send the title listed below for the work of this Department. The enclosed self-addressed label will carry the publication through the mail postage free. Please return the enclosed transmittal slip either with the publication or, if the material is not available, checked to indicate its status. *IF THERE IS A CHARGE FOR THE PUBLICATION DO NOT SEND IT WITHOUT FURTHER AUTHORIZATION.* Thank you for your courtesy in this matter.

(Director)

Publication Section
Canadian Council on Social
Development
55 Parksdale Avenue
P.O. Box 3505, Postal Station C.
Ottawa, Ontario KIY 461

AUTHOR

TITLE

Day Care: Growing, Learning, Caring

SERIES

(2 copies)

EDITION	PUB. DATE	PAGING

PUBLISHER

Canadian Council on Social Development

RECOMMENDED BY	REQUEST DATE	REVIEWED IN
D. Gilfert	8/31/73	

HUD-43(11-68)

TRANSMITTAL SLIP

Director, Library
Department of Housing and Urban Development
Washington, D.C. 20410

In response to your request the title listed below is:

- ☐ Enclosed
- ☐ Out of Print
- ☐ Not available without charge. We await your purchase order before sending the publication.

Price $. . . . . .

Publication Section
Canadian Council on Social
Development
55 Parksdale Avenue
P.O. Box 3505, Postal Station C.
Ottawa, Ontario KIY 462

AUTHOR

TITLE

Day Care: Growing, Learning, Caring

SERIES

(2 copies)

EDITION	PUB. DATE	PAGING

PUBLISHER

Canadian Council on Social Development

RECOMMENDED BY	REQUEST DATE	REVIEWED IN
D. Gilfert	8/31/73	

ORDER RECORD

2265.3

5/75

Figure 7.

HUD-43A, "Request for Publications"

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
REGIONAL LIBRARY

REQUEST FOR PUBLICATION HUD-43A (12-69)

Kindly send the title listed below for the work of this Department. The enclosed self-addressed label will carry the publication through the mail postage free. Please return the enclosed transmittal slip either with the publication or, if the material is not available, check to indicate its status. *IF THERE IS A CHARGE FOR THE PUBLICATION DO NOT SEND IT WITHOUT FURTHER AUTHORIZATION.* Thank you for your courtesy in this matter.

_____
(Librarian)

AUTHOR

TITLE

SERIES

EDITION	PUB. DATE	PAGING

PUBLISHER

RECOMMENDED BY	REQUEST DATE	REVIEWED IN

not afford to acquire and process unnecessary ones. Publications outside the organizational scope may be disposed of at the librarian's discretion. Many libraries prepare lists of their duplicate or unwanted materials for exchange with other libraries.

31. PERIODICALS. In the Headquarters Library, serial or periodical orders, purchased or free, are recorded on HUD-738, "Periodical Order Record". (Figure 8) The information on each form includes title, publisher, price, subscription period, order date, requisition number, and purchase order number. Order cards are filed by renewal month. Another file, on plain 3" x 5" cards contains only title and renewal month. This file is the alphabetic key to the monthly file.

    a. Kardex cards (Figures 9 - 11) used in Headquarters as a serial record for issues received (See Chapter 5, Technical Organization of Materials, Paragraph 44, Periodical Organization and Control) may also contain acquisition information. (Figure 11) In a small library, record keeping should be at a minimum. Where feasible, adapt Headquarters techniques and combine functions to expedite the handling and processing of material.

    b. Multiple Year Orders. In placing orders for periodical subscriptions, libraries should take advantage of reduced multiple year prices when available. Multiple year orders are advantageous because they reduce the number of purchase orders needed, and they save library manhours used in preparing orders. Limiting factors could be the lack of funds, or, in the case of new publications, insufficient information to make a decision for a long term commitment. Because of recent rapid increases in most subscription costs, it is often better to get the price from the latest current issue, or telephone the publisher to verify price.

32. RENEWALS. Two months before a subscription is to expire, it should be checked to:

    a. Determine if it is still needed by the library and/or persons on routing;

    b. Check receipt; if not received, call or send claiming letter to publisher;

    c. Verify publisher's address and subscription rate by checking renewal invoices or recent issues of the periodical;

    d. Determine if number and length of subscriptions are adequate.

2265.3

Figure 8

HUD-738, "Periodical Order Record"

new sub. pending

TITLE: Washington Report on Long Term Care

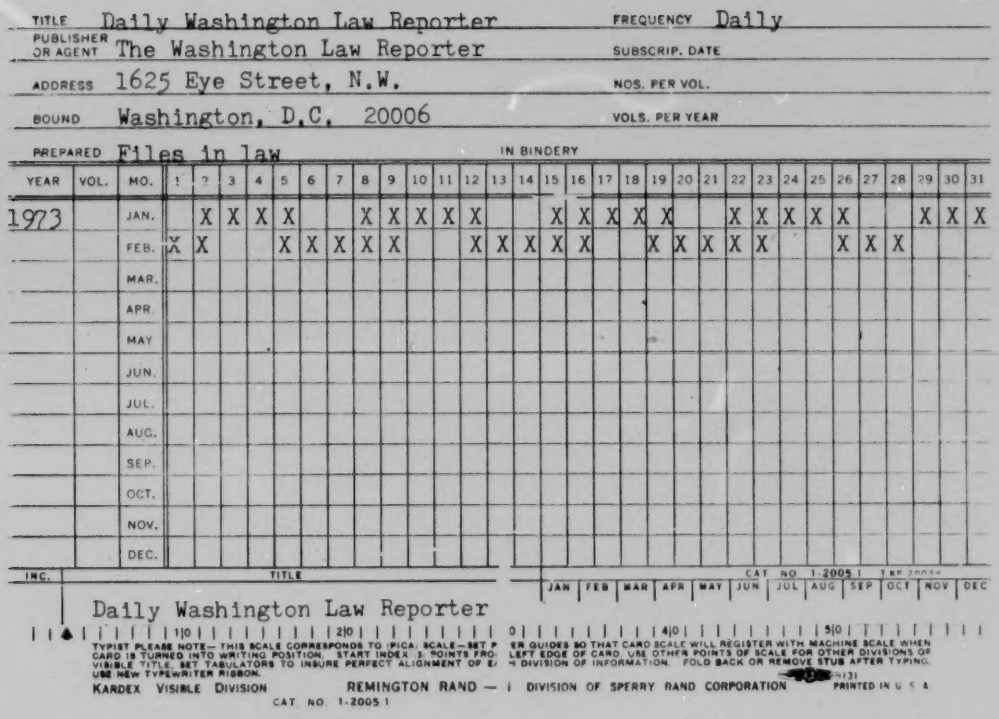
PUBLISHER	PRICE	SUB. PERIOD FROM	SUB. PERIOD TO	DATE ORDERED	REQ. NO.	P. O. NO.
Washington Report on Long Term Care 437 National Press Bldg. Washington, D.C. 20004	$75	June '73 -	May '74	6/7/73	P-64-73	4121-73

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

HUD-738 (1-69) **PERIODICAL ORDER RECORD** 235568-P

Figure 9

Kardex Card, Daily


TITLE Daily Washington Law Reporter
FREQUENCY Daily
PUBLISHER OR AGENT The Washington Law Reporter
SUBSCRIP. DATE
ADDRESS 1625 Eye Street, N.W.
NOS. PER VOL.
BOUND Washington, D.C. 20006
VOLS. PER YEAR
PREPARED Files in law
IN BINDERY
YEAR VOL. MO. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
1973 JAN. X X X X X X X X X X X X X X X X X X X X X X X X X X X X X
FEB. X X X X X X X X X X X X X X X X X X X X X X X X X X X
MAR.
APR.
MAY
JUN.
JUL.
AUG.
SEP.
OCT.
NOV.
DEC.
INC.
TITLE
CAT. NO. 1-2005.1
JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
Daily Washington Law Reporter
KARDEX VISIBLE DIVISION
REMINGTON RAND — 1 DIVISION OF SPERRY RAND CORPORATION
PRINTED IN U.S.A.
CAT. NO. 1-2005.1

The year and date may be handscribed. Sample is typed to provide a clearer reproduction.

2265.3

Figure 10

Kardex Card, Weekly

TITLE Time FREQUENCY Wkly DAY DUE

PUBLISHER OR AGENT Time, Inc., SUBSCRIP. DATE

ADDRESS 540 Michigan Ave., Chicago, Ill. NOS. PER VOL.

BOUND Keep 2 years only VOLS. PER YEAR

PREPARED IN BINDERY Stamp inside and out

TITLE PAGE

INDEX

YEAR	SER.	VOL.		JAN.	FEB.	MAR.	APR	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	T.P.	I.
1972			1	3	7	6	3	1	5	3	7	4	2	6	4		
			2	10	14	13	10	8	12	10	14	11	9	13	11		
			3	17	21	20	17	15	19	17	21	18	16	20	18		
			4	24	28	27	24	22	26	24	28	25	23	27	25		
			5	31				29		31			30				
			1														
			2														
			3														
			4														
			5														
			1														
			2														
			3														
			4														
			5														

INC. TITLE

Time

REMINGTON RAND CAT. NO. 1-2007.1 TKP 20041

JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC

C-1

TYPIST PLEASE NOTE— THIS SCALE CORRESPONDS TO (PICA) SCALE—SET PA... R GUIDES SO THAT CARD SCALE WILL REGISTER WITH MACHINE SCALE WHEN ...
CARD IS TURNED INTO WRITING POSITION. START INDEX 3 POINTS FROM ...FT EDGE OF CARD. USE OTHER POINTS OF SCALE FOR OTHER DIVISIONS OF ...
VISIBLE TITLE. SET TABULATORS TO INSURE PERFECT ALIGNMENT OF EAC... DIVISION OF INFORMATION. FOLD BACK OR REMOVE STUB AFTER TYPING.
USE NEW TYPEWRITER RIBBON.

KARDEX VISIBLE DIVISION REMINGTON RAND —1 DIVISION OF SPERRY RAND CORPORATION PRINTED IN U. S. A.

CAT. NO. 1-2007.1

2265.3

Figure 11

Kardex Card, Monthly

TITLE Journal of Housing FREQUENCY Monthly DATE DUE $12.00

PUBLISHER OR AGENT Nat'l Assoc. of Housing and Redev. Officials SUBSCRIP. DATE TITLE PAGE

ADDRESS Watergate Bldg., 2600 Virginia Ave. NOS. PER VOL. INDEX

BOUND Washington, D.C. 20037 VOLS. PER YEAR

PREPARED DISPLAY RACK (R) IN BINDERY Rec. 12 c. on membership

YEAR	SER.	VOL.	JAN. #1	FEB. #2	MAR.	APR. #3	MAY #4	JUNE #5	JULY #6	AUG. #1	SEPT. #3	OCT. #9	NOV. #10	DEC. #11	T. P.	I.
1972		29	31	(3 - 27)		18	24	30	28	9-5	10-5	11-30	12-20	1-23-73		

INC. TITLE

Journal of Housing c.1

CAT. NO. 1-2006.1 KP 20040

JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC

TYPIST PLEASE NOTE— THIS SCALE CORRESPONDS TO (PICA) SCALE—SET P[illegible]ER GUIDES SO THAT CARD SCALE WILL REGISTER WITH MACHINE SCALE WHEN CARD IS TURNED INTO WRITING POSITION. START INDEX 3 POINTS FRO[illegible] LEFT EDGE OF CARD. USE OTHER POINTS OF SCALE FOR OTHER DIVISIONS OF VISIBLE TITLE. SET TABULATORS TO INSURE PERFECT ALIGNMENT OF E[illegible]H DIVISION OF INFORMATION. FOLD BACK OR REMOVE STUB AFTER TYPING. USE NEW TYPEWRITER RIBBON.

KARDEX VISIBLE DIVISION REMINGTON RAND — 1 DIVISION OF SPERRY RAND CORPORATION PRINTED IN U.S.A.

CAT. NO. 1-2006.1

After verifying the above information, the HUD-10 should be typed, its date and number recorded on the order card, and then, it should be forwarded to Procurement. If a subscription is new, prepare a title and a periodical order record card to be placed in the serial record file. Invoices or blurbs are held until the purchase orders are received from Procurement. They are attached to the copy of the purchase order which will be sent to Finance and Accounts to authorize payment to the vendor on receipt of the material. On receipt of the purchase order, the purchase order number is recorded on the order card and on the green copy of the requisition. This copy of the requisition is placed in the completed periodical requisition file when all purchase orders have been issued.

33. CONFIRMING ORDERS. Occasionally material is sent on approval or must be obtained immediately without time to process a purchase order. In these cases, a confirming order may be prepared on a HUD-10 and sent to Procurement. The HUD-10 is prepared in the usual manner, the words "CONFIRMING ORDER - DO NOT DUPLICATE" appearing at the beginning of the item. (Figure 12) This will prevent the vendor from mistakenly sending an additional copy of the material when he receives the purchase order.

34. PREPAYMENT. If items require prepayment, they are ordered in the regular way on a HUD-10. One knows that prepayment is required because of an announcement from the publisher or from past experience, having previously ordered the item or one similar to it from particular publishers. If an announcement stating that prepayment is required is available, forward that to Procurement together with the HUD-10. On the HUD-10 state "PREPAYMENT REQUIRED". (Figure 13) An order requiring prepayment is not a confirming order.

35. IMPREST FUNDS. For local orders of $150 or less, a requisition with justification may be written requesting cash in hand. (Figure 14)

36. FINANCIAL RECORDS. The Headquarters Library records the dollar amount of its purchases and maintains cumulative dollar totals on each purchase account. In this way, expenditures may be kept within the budget authorization. The record is kept on ledger paper. (Figure 15)

37. INITIAL PROCESSING PROCEDURES. Each item received is verified against the order record before stamping it with the library property stamp. Determine that in every respect the book received is the book ordered, and that it is in acceptable condition. Check for imperfections - missing, upside down, blank or uncut pages. Faulty books are usually quickly replaced by the

Figure 12

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

REQUISITION FOR SUPPLIES, EQUIPMENT, FORMS, PUBLICATIONS AND SERVICES

(See Instructions on Reverse of Last Copy)

1. REQUISITION NUMBER: B-36-73
2. DATE: March 9, 1973

FOR SERVICES USE ONLY
3. CONTROL NUMBER
5. POSTED BY
6. FILLED BY

4. DELIVER TO

NAME: Elsa S. Freeman
ROOM NUMBER: 8233
TELEPHONE NUMBER: 56938
DIVISION AND BRANCH: Library & Information Division
BUILDING: HUD
7. OFFICE CODE: 07800 3115

8. ITEM NUMBER	9. DESCRIPTION (Double space between lines)	10. QUANTITY	11. UNIT OF ISSUE	12. UNIT PRICE	13. AMOUNT	14. ACTION CODE
1.	CONFIRMING ORDER - DO NOT DUPLICATE 22 LAMSAC Publications Available from: LAMSAC 35 Belgrave Square London, SWIX 8QB England INVOICES ATTACHED	22	ea	Total	$ 39.00 (Prices listed in British pounds; US $ equivalent per Riggs Bank, Foreign Dept.)	

15. I certify that the items requisitioned above have been received.

(Date) (Receiving Employee)

16. REQUESTED BY

TITLE: Director

HUD-10 (11-70) REPLACES FORMS FHA-79, FHA-78A, FHA-105 AND PREVIOUS EDITION WHICH ARE OBSOLETE

Figure 13

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

REQUISITION FOR SUPPLIES, EQUIPMENT, FORMS, PUBLICATIONS AND SERVICES

(See Instructions on Reverse of Last Copy)

1. REQUISITION NUMBER: B-57-73 page 2
2. DATE: May 8, 1973
FOR SERVICES USE ONLY
3. CONTROL NUMBER:
5. POSTED BY:
6. FILLED BY:

4. DELIVER TO

NAME: Elsa S. Freeman
ROOM NUMBER: 8233
TELEPHONE NUMBER: 56938
DIVISION AND BRANCH: Library & Information Division
BUILDING: HUD
7. OFFICE CODE: 02800 3115

8. ITEM NUMBER	9. DESCRIPTION (Double space between lines)	10. QUANTITY	11. UNIT OF ISSUE	12. UNIT PRICE	13. AMOUNT	14. ACTION CODE
6.	California Publicity Outlet (with supplement) Available from: Unicorn Systems 3807 Wilshire Blvd. Los Angeles, Calif., 90010	1	ea.	24.95	24.95	
7.	New York Publicity Outlet (with 2 supplements) Available from: Mr. Harold Hansen P.O. Box 327 Washington Depot, Ct. 06794	1	ea.	27.50	27.50	
8.	Engineering Index (1972 annual vols.) Available from: United Engineering Center 345 E. 47th St. New York, N.Y. 10017 NOTE: Prepayment is required. See attached copy of letter stating this. Price was verified by telephone call.	1	ea.	275.00 (pre-payment required)	275.00	
9.	Financing the Nation's Housing Needs (Statements on National Policy #50P) Available from: Distribution Division CED 477 Madison Avenue New York, N.Y. 10022	15	ea. (less discount) (Note: 10% discount given on orders for 10-24 copies)	1.50	22.50 -2.25 20.25(net)	

19. I certify that the items requisitioned above have been received.

(Date) (Receiving Employee)

18. REQUESTED BY

TITLE: Director

HUD-10 (11-70) REPLACES FORMS FHA-78, FHA-78A, FHA-106 AND PREVIOUS EDITION WHICH ARE OBSOLETE

Figure 14

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

REQUISITION FOR SUPPLIES, EQUIPMENT, FORMS, PUBLICATIONS AND SERVICES

(See Instructions on Reverse of Last Copy)

1. REQUISITION NUMBER: B-64-73
2. DATE: May 17, 1973
FOR SERVICES USE ONLY
3. CONTROL NUMBER:
5. POSTED BY:
6. FILLED BY:

4. DELIVER TO

NAME: Elsa S. Freeman
ROOM NUMBER: 8233
TELEPHONE NUMBER: 56938
DIVISION AND BRANCH: Library & Information Division
BUILDING: HUD
7. OFFICE CODE: 07800 3115

8. ITEM NUMBER	9. DESCRIPTION (Double space between lines)	10. QUANTITY	11. UNIT OF ISSUE	12. UNIT PRICE	13. AMOUNT	14. ACTION CODE
	PLEASE PAY ON IMPREST FUNDS					
1.	How to Win Friends and Influence People, by Dale Carnegie Available from Trover Shop 227 Pennsylvania Ave., S.E. Washington, DC	1	ea	.95	.95	

15. I certify that the items requisitioned above have been received.

(Date) (Receiving Employee)

16. REQUESTED BY

TITLE: Director

HUD-10 (11-70) REPLACES FORMS FHA-78, FHA-78A, FHA-105 AND PREVIOUS EDITION WHICH ARE OBSOLETE

Figure 15

JOHN I. THOMPSON CO. P.O. HUD 102-72

Year	Date	Purchase Order Item	Obligation	Adjustments	Cumulative Obligations	Encumbrance	Unobligated Balance	Voucher to F & A
1971	Aug.	25				7500 00		
		25 #1-4	52 95					
		30 #5-21	51 20					
		31 #22-117	836 02					
	Sept.	1 #118	5 00					
		Total			945 17		6554 83	
		14 #119-120	17 50					
		15 #121-122	30 00					
		24 #123-126	49 60					
		27 #127-194	611 95					
		Total			1654 22		5845 78	
		29 #195-199	41 55					
		30 #200-214	275 85					
	Oct.	6 #215-216	12 00					
		7 #217	9 75					
		Total			1993 33		5506 63	
		7 #218-224	58 45					
		13 #225-227	27 91					
		15 #228-241	266 15					
		20 #242-245	20 00					
		Total			2365 88		5134 12	
		22 #246	5 00					
		26 #32 (Cancelled)		-12 50				
		27 #247-261	119 30					
		28 #17, #178 (Cancelled)		-7 90				
		Total			2469 78		5030 22	
	Nov.	2 #202-269	86 40					
		8 #14, 15, 37, 101, 118 (Cancelled)		-26 00				
		8	34 90					
		10	258 85					

publisher or jobber without charge, but not if they have been stamped or partially processed.

a. The property stamp should be placed inside the front and back covers and title page. Some librarians also put this stamp on a designated page within each publication. Periodical issues are stamped on the front cover.

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Figure 16

Page from "Urban Vocabulary

Bond yields (332.6)
xx Bonds

Bonds (332.63)
x Debentures
xx Corporation law
xx Corporations
xx Finance
xx Negotiable instruments
xx Securities
sa Bond yield tables
sa Bond yields
sa Municipal bonds
sa State bonds

Bonds, Fidelity SEE Suretyship and guaranty

Bonus system SEE Wage incentives

Book selection (025.2)
xx Library science
sa Bibliography

Book trade SEE Publishers and publishing

Brick construction (693.2)
xx Building construction
sa Bricklaying
sa and xx Tile construction

---Contracts and specifications
xx Building construction -- Contracts and specifications
xx Contracts

Brick industry (666.7)
xx Building industry
sa and xx Bricks

Bricklaying (693.2)
xx Brick construction
xx Bricks
xx Building construction

Bricks (691.42)
xx Building materials
sa Bricklaying
sa and xx Brick industry
sa and xx Clay

Bridges (624.2)
xx Concrete construction
xx Engineering
xx Welding
sa Vibration
sa and xx Trusses

---Standards and specifications

Budget (336)
(Here are entered works on appropriations and expenditures of government departments, agencies, etc. Works on family budgets are entered under Budgets or Family income and expenditure)
x Planning-programming-budgeting
xx Finance
sa Municipal finance
sa State finance
sa and xx U.S. Appropriations and expenditures
sa and xx U.S. Executive departments -- Appropriations and expenditures

Budgets (647.1)
(Budgets for families)
sa and xx Cost and standard of living
sa and xx Family income and expenditure

Building SEE Building construction; Building industry

Building, Fireproof SEE Fireproof construction

Building and loan associations SEE Savings and loan associations

Building associations SEE Savings and loan associations

Building board SEE Wallboard

Building code administration (690.091.82)
x Administration
xx Building codes

Building codes (Geographic subdivision) (690.091.82)
x Building laws and regulations
x Building ordinances
x Building regulations
x Codes
x State building codes
xx Building construction
xx Building construction -- Contracts and specifications
sa Building code administration
sa Building inspection
sa Building materials -- Standards and specifications
sa Electrical codes
sa Fire prevention
sa Fireproof construction
sa Heating codes
sa Plumbing codes
sa Zoning legislation
sa and xx Building standards
sa and xx Housing codes

Building components SEE Coordinated components

Building construction (Geographic subdivision) (690)
(Here are entered works dealing with the process of construction. Works on the construction business are entered under Building industry)
x Building
x Construction
x House construction
x Residential construction
xx Engineering
xx Technology
xx Tools
sa Aided self-help housing
sa Architectural acoustics
sa Basements
sa Brick construction
sa Bricklaying
sa Building codes
sa Building construction films

6

CHAPTER 5. TECHNICAL ORGANIZATION OF MATERIALS

38. CATALOGING AND CLASSIFICATION. Following is a brief description of the cataloging and classification of library materials. For more detailed instruction on various aspects, consult the books listed in the bibliography or the HUD Headquarters Cataloging unit.

The Headquarters Library catalogs and classifies materials to provide a bibliographic record for information retrieval. Subjects are assigned from the "Urban Vocabulary" (Figure 16), a list of subject headings created and developed by the Library to meet the special needs of the Department and the group it serves.

a. Books are classified according to the Universal Decimal System (UDC) (Figure 17), modified to meet the special needs of the Department and its client groups. The author numbers are assigned by the Cutter System as modified by HUD library usage. (Figure 18)

b. The public card catalog is arranged alphabetically with authors (personal and corporate), titles, and subjects interfiled. In addition, G. K. Hall Co. has reproduced the card catalog in a nineteen volume book catalog with supplements that is available in the Headquarters and Regional Office Libraries. Volume 19 is a computer produced book catalog listing the HUD Comprehensive Planning Reports (701 Reports) by geographic and KWIC index. (See Paragraph 46, Organization and Control of Comprehensive Planning Reports)

The Headquarters cataloging and classification systems are recommended for use in all field libraries to help create a uniform network and facilitate exchange of material among the various libraries.

39. CLASSIFICATION is an ordered arrangement that groups together books on similar topics. It is particularly helpful in an open shelf library for browsing purposes. Most classification systems use a notation scheme of numbers and/or letters to identify a publication.

a. Universal Decimal System. The UDC is numeric. In assigning the UDC number the first step is to analyze the subject content and determine the primary subject. Locate that subject in the "Urban Vocabulary" and use the UDC number indicated in parentheses following the subject. If a geographic designation is desired, the librarian may consult the geographic listing that was distributed with the draft of

2265.3

Figure 17
UNIVERSAL DECIMAL CLASSIFICATION

OUTLINE OF THE MAIN DIVISIONS

000 GENERALITIES

000 Prolegomena. Fundamentals of knowledge and culture
010 Bibliography. Catalogues
020 Libraries. Librarianship
030 Encyclopedias. Dictionaries. Reference books
040 Essays, Pamphlets, offprints, brochures and the like
050 Periodicals. Reviews
060 Corporate bodies. Institutions. Associations. Congresses. Exhibitions. Museums
070 Newspapers. Journalism
080 Polygraphies. Collective works
090 Manuscripts. Rare and remarkable works. Curiosa

100 PHILOSOPHY. METAPHYSICS. PSYCHOLOGY. LOGIC. ETHICS AND MORALS

110 Metaphysics
130 Metaphysics of spiritual life. Occultism
140 Philosophical systems
150 Psychology
160 Logic. Theory of knowledge. Logical method
170 Ethics. Moral science. Convention
180 Aesthetics

200 RELIGION. THEOLOGY

210 Natural theology
220 Holy Scripture. The Bible
230 Dogmatic theology
240 The religious life. Practical theology
250 Pastoral theology
260 The Christian church in general
270 General history of the Christian church
280 Christian churches or worshipping bodies
290 Non-Christian religions. Comparative religion

300 SOCIAL SCIENCES. ECONOMICS. LAW. GOVERNMENT. EDUCATION

300 General sociology. Sociography
310 Statistics
320 Political science. Politics. Current affairs
330 Political and social economy. Economics
340 Jurisprudence. Law. Legislation
350 Public administration. Military science. Defence
360 Social relief and welfare. Insurance
370 Education
380 Trade. Commerce. Communication and transport
390 Ethnography. Custom and tradition. Folklore

400 PHILOLOGY. LINGUISTICS. LANGUAGES

410 Philology and linguistics in general
420 Western languages in general. English
430 Germanic languages. German, Dutch, etc.
440 Romance languages in general. French
450 Italian, Roumanian, etc.
460 Spanish. Portaguese, etc.
470 Latin and Greek
480 Slavonic languages. Baltic languages
490 Oriental, African and other languages

500 MATHEMATICS AND NATURAL SCIENCE

510 Mathematics
520 Astronomy. Surveying. Geodesy
530 Physics and mechanics
540 Chemistry. Crystallography. Mineralogy
550 Geology. Meteorology
560 Palaeontology
570 Biology. Anthropology
580 Botany
590 Zoology

600 APPLIED SCIENCES. MEDICINE. TECHNOLOGY

610 Medical sciences. Health and safety
620 Engineering and technology generally
630 Agriculture. Forestry. Stockbreeding. Fisheries
640 Domestic science. Household economy
650 Commercial, office, business techniques. Management
Communication. Transport
660 Chemical industry. Chemical technology
670 Manufactures, industries and crafts
680 Specialized trades, crafts and industries
690 Building industry, materials, trades, construction

700 THE ARTS. RECREATION. SPORT, ETC.

710 Physical planning, Landscape, etc.
720 Architecture
730 Sculpture and the plastic arts
740 Drawing and minor arts and crafts
750 Painting
760 Engraving and prints
770 Photography. Cinematography, etc.
780 Music
790 Entertainment. Pastimes. Games. Sport

800 LITERATURE. BELLES LETTRES

800 Generalities. Rhetoric. Criticism
820 Literature of the Western countries. English literature
830 Germanic literature: German, Dutch and Scandinavia
840 Romance literature. French literature
850 Italian literature. Roumanian literature

860 Spanish literature. Portuguese literature
870 Classical, Latin and Greek literature
880 Slavonic literature. Baltic literature
890 Oriental, African and other literature

900 GEOGRAPHY. BIOGRAPHY. HISTORY

910 Geography, exploration and travel
920 Biography. Genealogy. Heraldry
930 History in general. Sources. Ancient history
940 Mediaeval and modern history
940 History of Europe
950 History of Asia
960 History of Africa
970 History of North America
980 History of South America
990 History of Occania, Australasia and Polar region

Figure 18

U.S. Department of Housing and Urban Development Library

Code for Assigning Book Numbers

The book numbers are part of the call numbers. The first lines in the call number relate to the subject classification and are used by any number of books; the book numbers on subsequent lines distinguish the individual books.

In general, the Cutter or book number is dependent on the catalog entry. In order that no two books have an identical number, the book number used in the HUD Library is a combination of letters and figures arranged so that books with the same classification may be located on the shelves and quickly identified.

The basic elements of the book number system used are:

1. The initial letter is usually taken from the first word (not an article) of the author or title entry as shown on the main entry card. It is written in upper case. This is followed by two figures to represent the two subsequent letters in the word selected in accordance with this schedule:

ab	1
cde	2
fgh	3
ijk	4
lmn	5
opq	6
rst	7
uvw	8
xyz	9

For example, Grebler, G72, but Greene G722, since it must be distinguished from Grebler if the titles being cataloged have the same classification. However, if the book by Grebler is classified in 600 and the one by Greene in 711, G72 may be used for both since the classification differs.

2. Two books written by the same author and having the same classification are distinguished by adding to the book number the first letter of the first word of the title not an article. It is written in lower case. For example: Wilma Donahue's Housing and Social Health of Older People would take the call number 728.1 ;362.6 D65h to distinguish it from her Housing for the Aged also classified in 728.1 ;362.6.

3. Two, three or four titles by the same author in the same class and beginning with the same three or four letters are distinguished by adding in lower case the first, first two, or first three letters of the first word of the titles to the book number. For example: Three books by Wilma Donahue having a title beginning with the word Housing would take the call numbers 728.1 D65; 728.1 D65h; 728.1 D65ho. A fourth book would be 728.1 D65hou. (Preferably no more than three lower case letters are added.) Further titles beginning with the same letters are distinguished by adding an additional figure to the two selected in paragraph 1 above, followed if necessary by lower case letters as described in paragraphs 2 and 3 above. For example: Six or more books by Wilma Donahue having a title beginning with the word Housing would have the call numbers 728.1 D65; 728.1 D65h; 728.1 D65ho; 728.1 D65hou; 728.1 D651; 728.1 D651h, etc.

"Urban Vocabulary" for the appropriate number. (Additional copies may be obtained from the **Headquarters Library.**) The final step is the assignment of the Cutter number.

b. A temporary arrangement of publications alphabetically by author may be used when a library is quite small. Author, title, and subject access may be provided through the card catalog. However, a subject arrangement facilitates browsing, assisting the users in finding the right books even when they do not know precisely what they want. With such an arrangement, a small library may easily convert to a classified system as the collection grows, and time, personnel, and budget permit.

40. CATALOGING.

a. Descriptive cataloging is the process of establishing the author entry, identifying and describing individual publications in a standardized manner. This basic data includes author, title, imprint (place of publication, publisher, and date), pagination, and the subject and added entries known as tracings. (Figure 19)

b. Subject cataloging is the process of determining a specific word or group of words which best indicates the subject or subjects dealt with in a book or other material.

c. Catalog Cards. For each book in the library, there should be a set of catalog cards. The types of cards are as follows:

(1) Author or Main Entry - This is the basic card and contains all the descriptive and subject cataloging data. (Figure 19)

(2) Subject Card(s) - A duplicate of the main entry, this card has the subject printed in red or capital letters above the author. (Figure 20)

(3) Added Entry - This card represents a secondary entry, any other than the main entry, such as a joint author, editor, corporate body, etc. The added entry is indented and printed above the author on the top line of a duplicate of the basic card. (Figure 21)

(4) Title Card - The title of the work is indented and printed on the top line of a duplicate of the basic card. (Figure 22)

(5) Shelf List Card - Also a duplicate of the main entry,

Figure 19

AUTHOR CARD

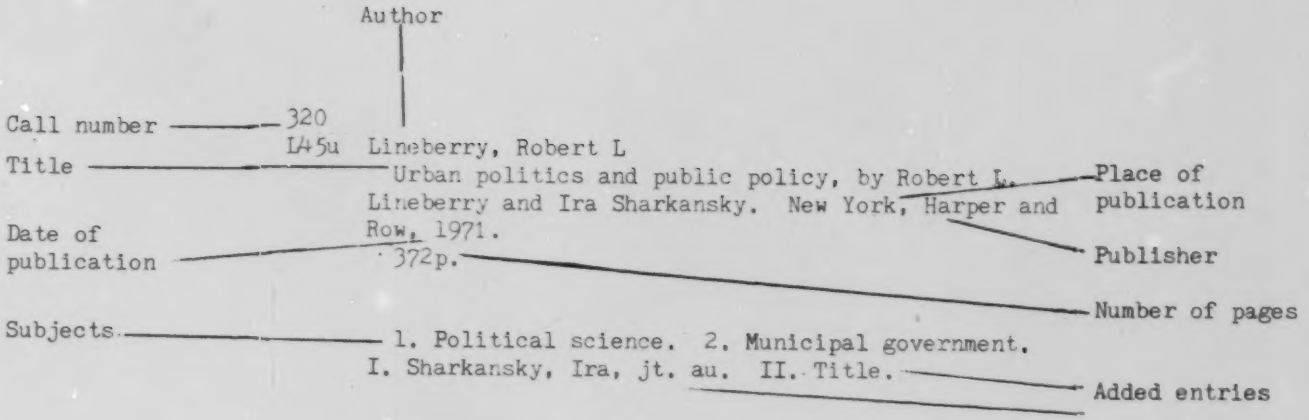

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Figure 20

SUBJECT CARD

(Subject may be typed in red or capitals)

693.97 STEEL CONSTRUCTION.
A52c American Institute of Steel Construction.
Commentary on the specification for the design, fabrication and erection of structural steel for buildings. New York, 1961.
39p.

1. Steel construction.

Figure 21

ADDED ENTRY CARD

624.131 Demo, Owen R
:308 Link Ernest G
(77598) Soil survey of Kenosha and Racine Counties,
L45 Wisconsin, by E.G. Link and O.R. Demo. Wash.,
U.S. Soil Conservation Service, in cooperation
with University of Wisconsin and others, 1970.
1v.

1. Soil surveys - Kenosha County, Wis. 2. Soil surveys - Racine County, Wis. I. Demo, Owen R. II. U.S. Soil Conservation Service. III. Wisconsin. University. IV. Title.

2265.3

Figure 22

TITLE CARD

711
(016)
C65
no. 228

Automobile parking.
Kessler, Mary Z
Automobile parking: a selected list of references. Indianapolis, Indiana Dept of Commerce, Planning Division Library, 1971.
23p. (Council of Planning Librarians. Exchange bibliography no. 228)

1. Planning - Bibl. 2. Parking - Bibl. I. Indiana. Dept. of Commerce. Planning Division. Library. II. Title. (Series: Council of Planning Librarians. Exchange bibliography no. 228.

Figure 23

SHELF LIST CARD

339.3
(789)
N28

New Mexico. University. Bureau of Business Research.
1956 57
Income by counties in New Mexico, by Vincente T. Ximemes.
2 copies
Albuquerque, N.M., 1957 58
2 v. illus. (New Mexico studies in business and economics no. 5, 6)

For complete information see shelf list.

1. Income - New Mexico. I. Ximenes, Vincente T.
(Series)

S.L.

5/75

this card is arranged in order by classification number, in the same order the publications are filed on the shelf. Usually the shelf list catalog is kept in the work area of the library. It provides an accurate record of the library's holdings and may contain acquisition information on each item. The cards may be distinguished by stamping or typing "S.L." on them. The shelf list file may be used to avoid order duplication, insure classification uniformity, inventory the collection, prevent classification duplication, and indicate the number of books in a class. (Figure 23)

(6) Analytic Card(s) - This card identifies a small unit of information such as a chapter within a book. (Figure 24) For example if a HUD official authors a section in a publication, an analytic card may be made.

(7) "See" Card - A "see" card indicates there is no information under this subject and refers the user to other appropriate headings. (Figure 25)

(8) "See Also" Card - This card refers the user to additional, related material filed under different subject headings. (Figure 26)

41. PREPARATION OF CATALOG CARDS. There are three basic ways a library may produce catalog cards - type the entire set, purchase printed cards, or type the main entry and use duplicating equipment to supply the rest.

a. The Headquarters Library's cards are produced with the use of the IBM Magnetic Tape Selectric Typewriter (MT/ST). This method is best employed where moderate to high volume card work is needed (100 or more publications per week). With this typewriter, it is necessary only to type the main entry card, additional cards with appropriate headings are reproduced by the machine.

b. Regional Methods. The Denver Regional Library types a main entry then uses a mini-duplicator to reproduce additional cards. One or two Regional libraries purchase printed Library of Congress cards and type HUD classification numbers and subject headings on them. The Chicago Regional Library prepares a master unit card and reproduces it on card stock using a standard photocopying machine with variable weight paper feeder. Other Regional Libraries type one card and have the rest printed by an outside contractor.

c. Selecting a Method. The method selected depends on the needs

Figure 24

ANALYTIC CARD

728.1
H6874h Lilley, William III
The homebuilders' lobby, by W. Lilley III, Deputy Assistant Secretary for Policy Development and Research, HUD.

(In Housing urban America, edited by Jon Pynoos and others. Chicago, Aldine Pub. Co., 1973. p. 30-48)

1. Housing. 2. Minority groups - Housing. I. Title.

The purpose of an analytic card is to identify sections of a work not normally brought out in the regular cataloging procedures. The same purpose may be served by cataloging the work as follows.

728.1
H6874h Housing urban America, edited by Jon Pynoos and others. Chicago, Aldine Pub. Co., 1973. 597p.

Partial contents.-The homebuilders' lobby, by W. Lilley III, Deputy Assistant Secretary for Policy Development and Research, HUD.
Bibliography: p. 579-594.

1. Housing. 2. Minority groups - Housing. I. Pynoos, Jon, ed. II. Lilley, William III. The homebuilders' lobby.

2265.3

Figure 25

"See" Card

HOUSING ABANDONMENT

See

ABANDONED BUILDINGS

Figure 26

"See also" Card

BURGLARY PROTECTION

See also

LAW ENFORCEMENT

of the library and the equipment available. Typing all catalog cards is expensive and time-consuming. Purchasing printed cards is useful only if the company can provide a fast, moderately priced service. Typing a master card for mechanical reproduction has proved most successful in our field libraries as long as the cards can be reproduced quickly and economically.

d. Format. A general format for typing catalog cards is shown in Figure 27.

42. CATALOG CARD FILING. The Headquarters Library uses a modification of the American Library Association filing rules in its card and book catalog. These rules may be found in Volume 1C of the book catalog distributed to all Regions or a copy of the rules may be obtained from the Headquarters Library Cataloging unit.

However, a Regional, Area or Insuring Office Library may wish to use the standard American Library Association rules for filing catalog cards. (See Chapter 17, Library Organizational Guides: A Selected Bibliography)

43. CHARGE CARDS, BOOK POCKETS AND BOOK LABELS.

a. Charge Cards. HUD-750, Library Book Card (Figure 28), may be requested from Headquarters on a HUD-10, Request for Supplies and Equipment. The charge or book card should have the call number, copy number, author, and title.

b. Book pockets (Figure 29) may be obtained at any library supply firm. They are pasted on the back inside cover of the book or pamphlet or on the first blank flyleaf when there are maps or charts. For ease of identification, a book pocket may also bear the classification or call number, copy number, author, and title of the publication.

c. Book labels (Figure 30) are available at library supply firms most stationery stores. The classification number is typed on the label, and the label secured to the lower portion of the book spine. If the spine is too narrow, affix the label to the upper left hand corner of the publication. The classification number is also generally written on the verso of the title page. Thus, if the label is damaged or removed, the relabeling process is simplified.

44. PERIODICAL ORGANIZATION AND CONTROL. A periodical is here defined as a publication issued twice a year or more often.

a. Organization. Periodicals, in the Headquarters Library, are

Figure 27

Rules for the Production of HUD Library Catalog Cards

1. Call number: Start typing call number on the second line from the top of the card. Begin typing two spaces in from the left hand border of the card. Keep the left hand margin uniform for all lines of the call number.

2. Margin for all catalog copy other than call number: Fix this margin by moving to the right two spaces beyond the longest line in the call number.

3. Author entry: Begin typing the name of the author on the third line from the top of the card (on the same line with the second line of the call number). Start the author's name at the margin established in no. 2 above. If the author's name runs to more than one line, indent the second and subsequent lines two spaces to the right of the first line.

4. Title: Indent the title two spaces to the right of the margin established in no. 2 above. Bring the second and subsequent lines of this paragraph out to the margin.

5. Collation: Indent the paging two spaces to the right of the margin established in no. 2 above. Bring the second and subsequent lines of this paragraph out to the margin.

6. Notes: Indent the first line two spaces. Bring the second and subsequent lines of this paragraph out to the margin.

7. Subject headings and added entries: Indent the first line two spaces. Bring the second and subsequent lines of this paragraph out to the margin. Arabic and Roman numerals are followed by a period and one space. When typing such entries as "U.S." or "U.K." do not leave any spaces between initials and periods. However, leave two spaces before typing the next word that follows. (e.g., U.K. Building Research Station.) Follow the same procedure in typing proper names that include initials. Do not space between the initials and the periods tha follow them. (e.g., Simms, L.G., jt. au.)

8. Copy which runs to two cards: At the end of the first card, type these words: (Con't on next card). Position this on the right on the last line on the first card. On the second card, repeat the call number exactly as on the first card. Position the author entry in the same place as on the first card. Follow it by the first couple of words in the title followed by three periods and the date taken from the end of the paragraph in which the title is found. On the second card, the title follows on the same line with the author entry, not on a separate line. One the right hand end of the same line type these words: (Card 2). If there is not enough room on that line, type it at the right on the next line. Then skip one line before continuing typing the rest of the copy.

9. Typing subject headings and added entries at the top of cards: These entries are typed on the lines at the top of the first card. Subject headings are typed in all caps. Added entries are in upper and lower case as shown in the copy. If the entry is one line or less in length, type it on the second line from the top of the card (opposite the top line of the call number). Indent it two spaces to the right of the margin established in no. 2 above. If the entry will run longer than one line, indent the second and subsequent lines two additional spaces to the right of the first line. Move the copy up on the card as necessary to fit it in.

Figure 27

10. Treatment of initials in names of authors and others: In the author entry, do not put periods after initials in the name. Leave five spaces after each initial instead. Do the same for names appearing at the top of the cards as added entries. (However, note that periods without spaces follow initials of persons in the added entry paragraph in the body of the card.)

11. In call number, don't type lower case "L" -- it looks like the numeral one and causes confusion. Handscribe it on cards in black ink, like this, ℓ

12. When the following abbreviations appear in the subject headings -- Bibl., Dict., Direct. -- write the words out in full when typing the subject headings on the tops of the cards -- BIBLIOGRAPHY, DICTIONARIES, DIRECTORIES.

13. When the added entry "Title" appears, the typist is to pick up the title from the copy and type the wording of the title at the top of the appropriate added entry card. Do <u>not</u> put the word "Title" at the top of the card. A title includes all words up to, but not beyond, a colon, semi-colon, or period. If in applying this rule the title exceeds two lines in length, refer title to HUD Library for a decision.

14. When the added entry "Title" is followed by given wording, type this wording at the top of the appropriate added entry card. (e.g., Title: Surface water in Illinois. Type only "Surface water in Illinois.")

15. When the word "(Series)" appears in the tracings, it should be ignored when typing added entry cards -- that is, it appears in the body of the card but is not typed at the top of an added entry card. However, if the entry is "Series:" followed by given wording, type this wording at the top of the appropriate added entry card.

16. Be sure to distinguish between brackets and parentheses.

17. Certain information given in the copy is not to be typed on the finished cards. This includes information on holdings or in regard to open entry material. The cataloger (or librarian) will circle any information that is not to be reproduced by the typist. (e.g., (2c.) (1) v. 1969 (c.1-Ref.))

18. Number of cards to make: Make four main entry cards (Central Office only), plus one card with each subject heading and added entry typed at the top above the rest of the copy. (See samples)

Figure 27

Positioning copy on cards (Rules 1 - 7)

Main entry card

690.22
H15a Hansteen, Ole Edvard.
Analysis of stress distribution in shear walls by the finite element displacement method. Oslo, Norwegian Building Research Institute, 1969.
77-83p. (Oslo. Norges Byggforskningsinstitutt. Reprint 160)

Reprinted from: IV International Congress on the Application of Mathematics in Engineering. The Application of Computers in Building, Weimar 1967. Reports Vol. 1.

1. Walls. 2. Strains and stresses.
I. Oslo. Norges Byggforskningsinstitutt.
II. Title.

Typing subject headings at top of cards (Rule 9)

Subject heading card #1

690.22 WALLS.
H15a Hansteen, Ole Edvard.
Analysis of stress distribution in shear walls by the finite element displacement method. Oslo, Norwegian Building Research Institute, 1969.
77-83p. (Oslo. Norges Byggforskningsinstitutt. Reprint 160)

Reprinted from: IV International Congress on the Application of Mathematics in Engineering. The Application of Computers in Building, Weimar 1967. Reports Vol. 1.

1. Walls. 2. Strains and stresses.
I. Oslo. Norges Byggforskningsinstitutt.
II. Title.

Figure 27

Typing subject headings at top of card (Rule 9)

Subject heading card #2

690.22 **STRAINS AND STRESSES.**
H15a Hansteen, Ole Edvard.
Analysis of stress distribution in shear walls by the finite element displacement method. Oslo, Norwegian Building Research Institute, 1969.
77-83p. (Oslo. Norges Byggforskningsinstitutt. Reprint 160)

Reprinted from: IV International Congress on the Application of Mathematics in Engineering. The Application of Computers in Building, Weimar 1967. Reports Vol. 1.

1. Walls. 2. Strains and stresses.
I. Oslo. Norges Byggforskningsinstitutt.
II. Title.

Typing added entries at top of cards (Rule 9)

Added entry card

690.22 Oslo. Norges Byggforskningsinstitutt.
H15a Hansteen, Ole Edvard.
Analysis of stress distribution in shear walls by the finite element displacement method. Oslo, Norwegian Building Research Institute, 1969.
77-83p. (Oslo. Norges Byggforskningsinstitutt. Reprint 160)

Reprinted from: IV International Congress on the Application of Mathematics in Engineering. The Application of Computers in Building, Weimar 1967. Reports Vol. 1.

1. Walls. 2. Strains and stresses.
I. Oslo. Norges Byggforskningsinstitutt.
II. Title

2265.3

Figure 27

Copy which runs to two cards (Rule 8)

First card

388
(7946) Martin, Darryl B
M17 Feasibility of an exclusive lane for buses on the San Francisco-Oakland Bay Bridge. /Sacramento/ State of California, Business and Transportation Agency, Dept. of Public Works, Div. of Highways and Div. of Bay Toll Crossings, 1969.
30p.
To be presented at 49th annual meeting, Highway Research Board, Jan. 1970.

1. Transportation - San Francisco Bay Area. 2. Journey to work. I. California. Div. of Highways. (Cont'd on next card)

Second card

388
(7946) Martin, Darryl B Feasibility of an exclusive
M17 lane for buses...1969. (Card 2)

II. Title: Buses. III. Title. IV. Highway Research Board.

Figure 27

Typing title at top of cards (Rule 9 for spacing, Rule 13)

Title card

690.22
H15a

Analysis of stress distribution in shear walls by the finite element displacement method.
Hansteen, Ole Edvard.
Analysis of stress distribution in shear walls by the finite element displacement method. Oslo, Norwegian Building Research Institute, 1969.
77-83p. (Oslo. Norges Byggforskningsinstitutt. Reprint 160)

Reprinted from: IV International Congress on the Application of Mathematics in Engineering. The Application of Computers in Building, Weimar 1967. Reports Vol. 1.

1. Walls. 2. Strains and stresses.
I. Oslo. Norges Byggforskningsinstitutt.
II. Title.

Treatment of initials and spacing in added entry (Rule 7)

Added entry card #2

690.22
W66

U.K. Building Research Station.
Wood, R H
A tentative design method for the composite action of heavily loaded brick panel walls supported on reinforced concrete beams, by R.H. Wood and L.G. Simms. Garston, Eng., Building Research Station, 1969.
6p. (U.K. Building Research Station. Current paper CP 26/69)

1. Walls. 2. Brick construction. 3. Concrete, Reinforced. I. Simms, L.G., jt. au.
II. U.K. Building Research Station. III. Title.

2265.3

Figure 27

Treatment of initials in author's name (Rule 10)

Main entry card

690.22
W66 Wood, R H
A tentative design method for the composite action of heavily loaded brick panel walls supported on reinforced concrete beams, by R.H. Wood and L.G. Simms. Garston, Eng., Building Research Station, 1969.
6p. (U.K. Building Research Station. Current paper CP 26/69

1. Walls. 2. Brick construction. 3. Concrete, Reinforced. I. Simms, L.G., jt. au. II. U.K. Building Research Station. III. Title.

Treatment of initials in added entry (Rule 10)

Added entry card #1

690.22 Simms, L G jt. au.
W66 Wood, R H
A tentative design method for the composite action of heavily loaded brick panel walls supported on reinforced concrete beams, by R.H. Wood and L.G. Simms. Garston, Eng., Building Research Station, 1969.
6p. (U.K. Building Research Station. Current paper CP 26/69)

1. Walls. 2. Brick construction. 3. Concrete, Reinforced. I. Simms, L.G., jt. au. II. U.K. Building Research Station. III. Title.

Figure 28

HUD-750, Library Book Card

711.73 A66 c.3

Appleyard, Donald.
The view from the road.

DATE	ISSUED TO
9-13-73	S. Smith Rm. 1072
	X56344
	10-4-73

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
LIBRARY BOOK CARD
HUD-750 (5-70)

2265.3

Figure 29

Book Pocket

711.73 A66 c.3

Appleyard, Donald.
The view from the road.

Figure 30

Book Labels

728.13
B13

arranged alphabetically by title. The "HUD Library Periodicals List" contains all periodicals available in the HUD Library as of March 1971. Field libraries may find the list helpful in establishing title entries, identifying publishers, and the like.

b. Control. There are several systems for periodical control and record keeping. The most common uses a visible card file such as the Remington Rand Kardex or Demco Visible File.

(1) The Kardex or Visible File is a metal file containing a number of shallow drawers in which printed cards are placed so only the lower edge, with the periodical title is visible. (Figure 31)

(2) Kardex cards are available for daily, weekly, and monthly periodicals. (Figures 9 - 11) All periodicals, both purchased and free, are entered on these cards - daily and weekly by date of issue, monthly by date received.

They may also contain acquisition(See Chapter 4, Acquisition of Material, Paragraph 31, Periodicals), bindery, routing or other information. To route periodicals, record the names and room numbers of the persons receiving them regularly on the back of the card or on a routing slip attached to the card.

45. ORGANIZATION AND CONTROL OF LEGAL MATERIALS. In the Headquarters Library, legal publications are cataloged in the same manner as the general material, and the catalog cards interfiled in the general card catalog. Classification, however, differs. The designations "LAW" (Law, Treatise), and "LAW R" (Law, Reference) are used on catalog cards, book cards, and book pockets. The spines of the legal books, with the exception of legal reference and treatises, are not labeled.

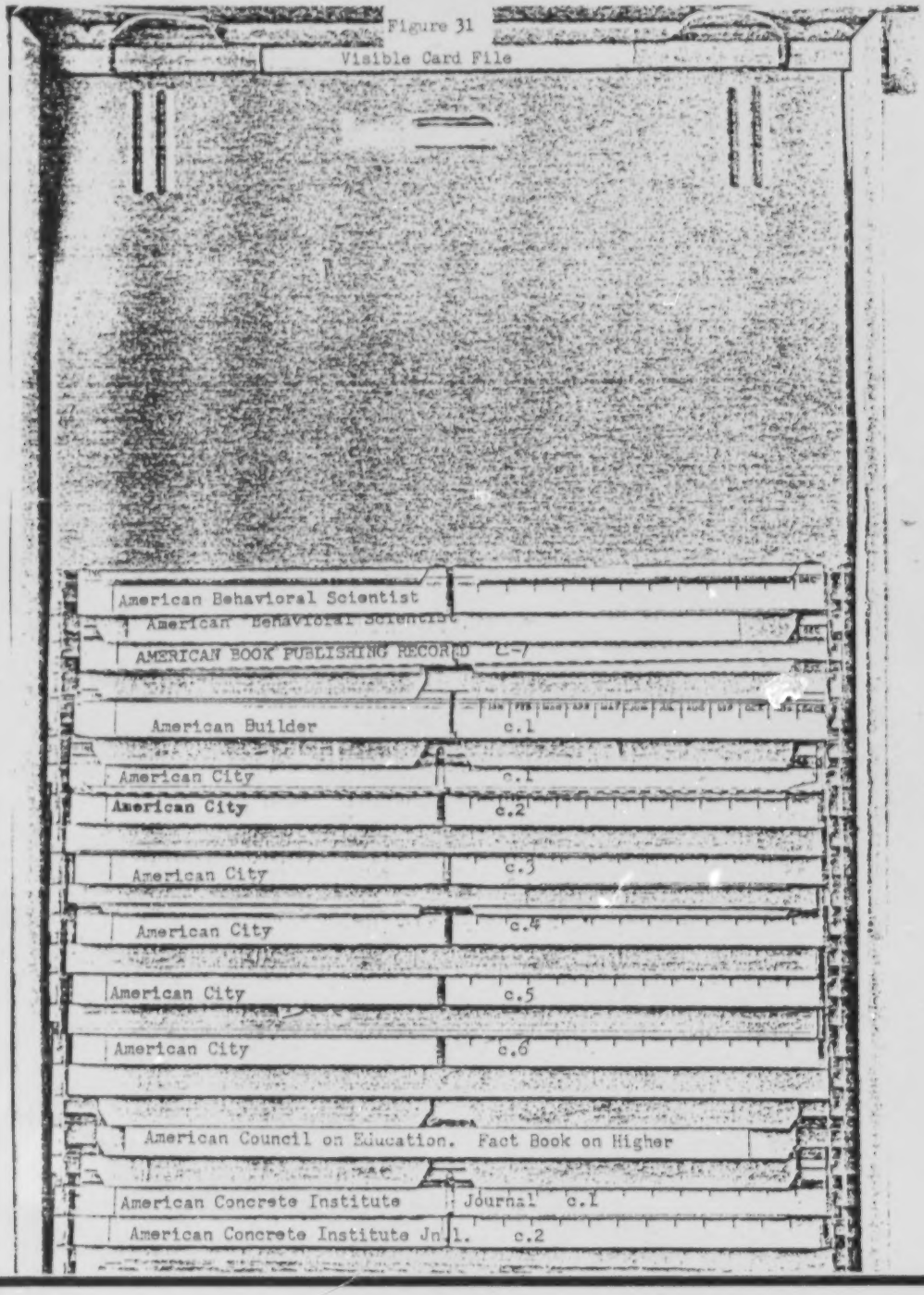
a. Legal periodicals should be entered in a visible card file with the general periodicals, but filed with the legal collection.

b. Shelf Arrangement. For a suggested shelf arrangement of the legal collection, consult Chapter 6 , Physical Organization of Materials, Paragraph 50, Legal Materials.

46. ORGANIZATION AND CONTROL OF COMPREHENSIVE PLANNING REPORTS.

a. Regional Methods. In most HUD field libraries with established Comprehensive Planning (701) Report collections, the

Figure 31


Visible Card File
American Behavioral Scientist
American Behavioral Scientist
AMERICAN BOOK PUBLISHING RECORD C-7
American Builder c.1
American City c.1
American City c.2
American City c.3
American City c.4
American City c.5
American City c.6
American Council on Education. Fact Book on Higher
American Concrete Institute Journal c.1
American Concrete Institute Jn l. c.2

reports are arranged alphabetically by state and within state by locality. To provide subject and author approach, standard catalog cards may be prepared for each item with the geographic designation used instead of a call number. In one Region, a subject arrangement with standard catalog entries was preferred by the program managers. Another used full cataloging and classification, integrating the reports with the general collection.

b. The Headquarters Library formerly performed full cataloging and classification of 701 reports. Since 1971, reports have been indexed on selected bibliographic data elements and recorded in a computer system. From this are obtained two lists of reports, one arranged by geographic terms and one by title words (KWIC).

(1) The KWIC (Keyword-in-Context) index is a permuted title keyword index which serves the user much as a subject index. The KWIC index is comprised of an alphabetical array of title entries, one for each significant word in a document title. The words of the title are so positioned as to allow the keyword to remain in a constant position relative to other keywords while the balance of the title is adjusted either to the left or right as space allows. The document title is repeated as many times as there are title keywords, and each entry appears alphabetically under its respective keyword.

(2) Listing the Comprehensive Planning Reports began, as a new feature, with the November/December 1971 of "Housing and Planning References". The KWIC index was added with the May/June 1973 issue.

Of the more than 40,000 reports issued, 29,000 are listed in Volume 19 of the "Dictionary Catalog", and 7,000 under the heading "U.S. HUD, UPAP". The citations in Volume 19 are arranged by geographic place name and KWIC index; those in Volume 17 are completely cataloged.

47. ORGANIZATION AND CONTROL OF MICROFORMS. There are two main types of microforms: microfilm and microfiche.

a. 35 mm microfilm contains at least one page of material per frame.

b. Microfiche is usually a 4 x 6 filing card containing up to sixty or more pages of material.

c. Reader/Printer. Both microforms, of course, require a

mechanical reader for viewing. It is best to obtain a machine that handles both microforms. A reader/printer is more expensive but allows a hard copy to be printed without delay.

d. User Response. Many library users dislike microforms; also color and certain formats cannot be reproduced.

e. Usefulness. Microforms can be extremely useful in a library. Periodicals, newspapers and even legal materials such as the Reporter Systems and Federal Register are available on microfilm. Many research and technical reports may also be obtained in microform. Microform copies conserve space and preserve them in good condition. It is recommended that Regional and Area Office libraries begin building a microform collection and purchase a reader/printer.

f. Catalogs on microforms are available from University Microfilms, 300 North Zeeb Road, Ann Arbor, Michigan 48106.

g. Cataloging information about microforms may be recorded on catalog cards according to standard procedures. An accession number rather than a classification number may be used to identify the microforms.

Figure 32

Filing Sequence

728 B18	728 C65	728 C65f	728 C653	728 C653a
728 C653b	728 C66 1960	728 C66 1961	728 G87	728 S52
728 (016) NJ7	728 (04) W34	728 (07) H17	728 (41) B78	728 (436) H25
728 :308 M25	728 :333 C31	728 :392 P34	728 :392 (016) A37	728 :392 (493) J12
728 :551.5 B15	728 :551.5 E58	728.1 C25	728.1 C654	728.1 F22
728.1 (519) K67	728.1 (52) J16	728.1 (6) A44	728.1 (330) H25	728.1 :332.6 (73:347) B68
728.1 :333.63 G15	728.1 :336.18 (74932) N28	728.1 :336.18 (7526) B15	728.1 :336.18 (76) A12	728.1 :336.18 (761) C19

CHAPTER 6. PHYSICAL ORGANIZATION OF MATERIALS

48. GENERAL BOOK COLLECTION. If the general collection is organized by the personal or corporate author, the shelf arrangement is alphabetical. If the collection has been classified, the publications are shelved by call number.

a. General filing instructions for the Universal Decimal Classification numbers are as follows:

(1) Call numbers are filed in sequence as shown in the following examples:

(a) 728 Basic number - indicates main subject
C21 Cutter number - indicates author

(b) 728 Basic
(41) Parenthesis - indicates form or geographic
B16 Cutter subdivision

(c) 728 Basic
:308 Colon - indicates continuation of main subject
M25 Cutter or additional subject

(d) 728.1 Basic with decimal
C25 Cutter

(e) 728.1 Basic with decimal
(368) Parenthesis
F37 Cutter

(f) 728.1 Basic with decimal
:21 Colon
A34 Cutter

(g) 728.1 Basic with decimal
:368 Colon
(4) Parenthesis
B68 Cutter

(Figure 3)

(2) All numbers including those in parenthesis or following a colon are filed as if they are decimal numbers.

(3) Cutter numbers are filed alphabetically then decimally.

b. Simplified System. Regional, Area or Insuring libraries may wish to simplify this system even further. As indicated in Chapter 5, Technical Organization of Materials, Paragraph 39, Classification, a basic classification number or basic number

with decimal and a Cutter number may be sufficent to adequately identify a publication. If a geographic or form designation is desired, the appropriate number may be added in parenthesis. The Headquarters Library uses Dewey Decimal geographic and form numbers.

Additional information on shelving material classified by the Universal Decimal System may be obtained from the Central Office Library.

49. PERIODICALS in the Headquarters Library are organized alphabetically by title. The arrangement follows the arrangement in the Library of Congress' "New Serial Titles", with two exceptions. Acronyms and abbreviations are filed as words, letter by letter. U.S. corporate entries are filed under the first keyword after U.S. Department of Housing and Urban Development is filed in the letter "H" under Housing. Field libraries, having fewer periodicals than the Headquarters Library, may wish to group U.S. entries together by filing them under the letter "U".

50. LEGAL MATERIALS. Each Regional and Area Counsel's Office should be consulted for recommendations on the physical arrangement of the legal collection. If no particular arrangement is specified, the following may be used.

a. Legal Reference

b. Legal Treatises

c. Legal Encyclopedias

d. Statutes at Large

e. Code Congressional and Administrative News

f. United States Codes

g. Code of Federal Regulations

h. Supreme Court Reporter

i. Federal Reporter

j. Federal Supplement

k. Modern Federal Practice Digest and Shepard's Citations

l. State Statutes

m. State Digests

n. National Reporter System (alphabetically arranged by title)

o. Legal Periodicals

This list was designed to include all types of legal materials. Depending on individual requirements, Regional and Area Office collections will have only those items needed to fulfil their functions. Infrequently used materials may be obtained on interlibrary loan from other nearby legal facilities. (See Chapter 8, Circulation, Paragraph 63, Interlibrary Loans)

To provide the most efficient and effective library service, the legal collection should be located with the general and other library collections.

51. COMPREHENSIVE PLANNING REPORTS in Headquarters Library are filed numerically by accession number. Field collections, organized by state and locality are filed alphabetically by state and within state, alphabetically by locality.

52. OTHER MATERIALS, such as folios and vertical file pamphlets (See Chapter 3, The Collections, Paragraph 19, Organization) alphabetically by author or classified and arranged numerically in the same manner as the general collection. However, specially designed shelving may have to be ordered to accomodate these materials. If they are shelved apart from the general collection, the designations VF (Vertical file) or Folio should precede the classification number.

Microforms are usually filed by accession number and kept in suitable cabinets.

Figure 33

HUD-336

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
OFFICE OF THE GENERAL COUNSEL

REQUEST FOR MATERIALS RELATING TO FEDERAL LEGISLATION

(Submit in triplicate)

TO: Office of The General Counsel, Department of Housing and Urban Development, Washington, D. C. 20410

Attention: Legislative Reference Service

FROM: Region _____ Signed by _____

Date: _____

Please send additional copies of the following:

NUMBER OF COPIES	NAME OF PUBLICATION, INCLUDING ANY IDENTIFYING NUMBER, SUCH AS PUBLIC LAW NUMBER

Request received by Legislative Reference Service _____ *(Date)*

Request filled by _____ *(Name)* on _____ *(Date)*

218887-P HUD-Wash., D. C.

CHAPTER 7. REFERENCE SERVICE

53. REQUIREMENTS. A thorough knowledge of Departmental concerns, programs, and research as well as of the basic reference tools in the field is necessary to provide adequate reference service. The librarian and/or technician should keep abreast of significant issues related to housing and be aware of new developments.

54. SCOPE. Each Regional Office Library should provide maximum reference service to its Regional, Area, and Insuring Office personnel. Outside requesters such as local public agencies, universities, consultants, public groups, etc. should be assisted as much as possible. However, limitations may be placed on the depth or scope of service. A librarian may legitimately refuse to answer non-work related inquiries. When a request is limited or refused, the requester should be referred to an appropriate source for assistance.

55. TECHNIQUE. In responding to an inquiry, the librarian must first establish rapport with the requester. A library is judged not only by the quality of its reference service, but by the manner in which that service is rendered. The librarian should be courteous, patient and understanding.

Secondly, the librarian should clarify the request as people rarely state their actual problem, but ask more generalized questions. Expert probing is necessary to analyze and define a question before seeking its solution. If the problem is technical, the requester may assist by explaining difficult terms or discussing related topics. If the answer to an inquiry cannot be found in the resources at hand, the librarian may borrow the needed materials from another library (See Chapter 8, Circulation, Paragraph 63, Interlibrary Loans) or refer the requester to a more likely information source. A negative response with no further attempt at assistance is poor reference service.

56. INFORMATION SOURCES. A primary source on housing and related material is the Library Division's "Information Sources in Housing and Community Development". It contains information on other Library publications such as "Housing and Planning References", the bi-monthly index to current books, documents, periodicals, HUD and HUD sponsored publications, and Comprehensive Planning Reports, specialized bibliographies like "The Built Environment for the Elderly and the Handicapped", "Citizen and Business Participation in Urban Affairs" and the "HUD Library Periodicals List". In addition, there are key reference and acquisition tools from a variety of organizations and publishers with addresses and prices as an aid to ordering.

a. Other libraries are excellent sources of assistance. Municipal reference, public, state, and university libraries may be willing to establish lending privileges in exchange for HUD materials or a reciprocal loan agreement. (See Chapter 8, Circulation, Paragraph 63, Interlibrary Loans; Chapter 4 Acquisition of Materials, Paragraph 30, Gifts and Exchange)

In seeking information, do not overlook local special libraries. Gale Research Company's "Directory of Special Libraries and Information Centers" edited by Anthony T. Kruzas gives geographic and subject listings of a wide variety of information facilities in the United States and Canada.

b. Regional and Area subject specialists are also useful information sources, particularly if you are trying to locate unpublished or soon to be published data.

57. LEGAL RESEARCH. To perform in-depth legal research requires extensive specialized knowledge. If such knowledge is required in a Regional or Area library, it is recommended that the librarian obtain additional training from a local library school, law school, American Association of Law Schools, Department of Agriculture Graduate courses or other appropriate source. Suggested readings on this topic are listed in the bibliography. (Chapter 12)

To request materials relating to Federal legislation such as public laws and recent committee prints, submit a HUD-336, "Request for Materials Relating to Federal Legislation" (Figure 33), to the Legislative Reference Service, Office of General Counsel, Department of Housing and Urban Development, Washington, D.C. 20410.

Federal legislation may also be obtained by sending a self-addressed franked envelope to the House or Senate Document Room. At the state level, state legislative reference libraries may be contacted for material.

CHAPTER 8. CIRCULATION

58. CIRCULATION PROCEDURES are designed to keep a record of the materials on loan. This protects Government property and permits the location of items not on the shelves. The HUD Library uses the book card system. A book charge card is filled out for each item borrowed with the date loaned, the name, room number and telephone number of the borrower, and the date due. (Figure 28) The card is then filed by the call number, the author's last name, if the item is uncataloged, or by title, if a periodical.

59. LOAN PERIOD. The Headquarters Library charges reserve books for one week, periodicals for two, and other materials for three weeks. The circulation period of law material varies. Reference books do not generally circulate while Comprehensive Planning Reports and Model Cities Plans circulate to Department personnel only.

60. OVERDUE MATERIAL. When an item is kept beyond the loan period, an overdue notice is sent. (Figure 34) If the overdue item is not in demand by another requester, the loan may be renewed for two weeks. Lost or damaged library material should be replaced by the borrower.

61. RESERVE MATERIAL. A requester may obtain an item charged to someone else by placing a "reserve" on it. His name, room number, and telephone number are placed on the book card, and the publication is sent to him when it is returned. If the requested publication is overdue, the librarian should recall it immediately.

The privilege of reserving library materials is extended only to Departmental personnel. Outside requesters are usually informed of the due date, and they may request the material again.

62. INDEFINITE LOAN. Material required for constant use in an office may be assigned for an indefinite loan period, when requested with sufficient justification. An office holding such material should make it available to other HUD personnel if an urgent need arises. Publications on indefinite loan remain library property and are to be returned to the library when no longer in constant use. (Figure 35)

63. INTERLIBRARY LOANS. Interlibrary loan allows libraries to borrow books from one another and expand their resources while avoiding needless duplication. The American Library Association has established interlibrary loan policies and procedures in a pamphlet titled "General Interlibrary Loan Code". One free copy may usually be obtained from library supply houses. Interlibrary

Figure 34

HUD-96 (7-68)
UNITED STATES GOVERNMENT
Memorandum

DEPARTMENT OF
HOUSING AND URBAN DEVELOPMENT

TO :

DATE:

In reply refer to:
ASL

FROM : HUD Library, Room 8141

SUBJECT: Overdue Books, Periodicals

The publications listed below are overdue and should be returned to the library, unless you have further need for them.

Material checked Not Renewable has other requests waiting or has been borrowed from another library.

Please return or renew books on or prior to date due, as this makes them more available to all, and saves the sending of notices.

Publication	Date Borrowed	Date Due	Not Renewable	Please Renew

229021-P

HUD-Wash., D. C.

Figure 35

HUD-96 (7-66)
UNITED STATES GOVERNMENT

Memorandum

DEPARTMENT OF
HOUSING AND URBAN DEVELOPMENT

TO :

DATE:

In reply refer to:
ASL

FROM : HUD Library, Room 8141

SUBJECT: Confirmation of Indefinite Loan

Attached are copies of the records of publications charged to you on indefinite loan. If they are not used regularly by your office, we should appreciate their return to the Library.

If you wish to retain these publications, please sign and return the copy of the charge card.

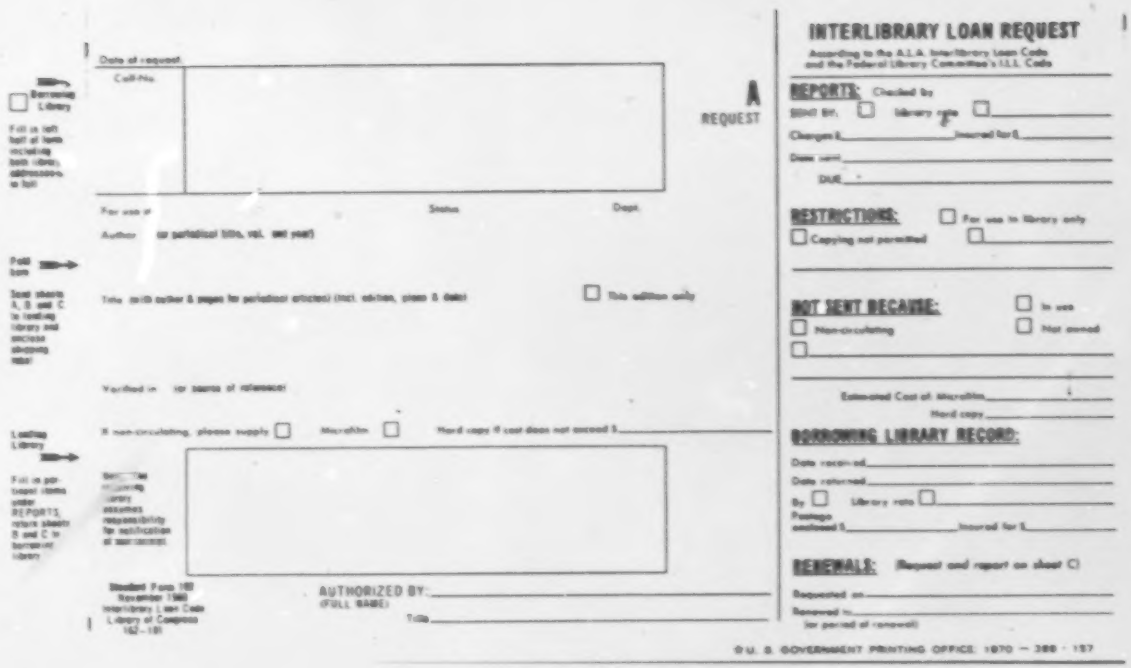
229020-P

HUD-Wash., D. C.

2265.3

Figure 36

Standard Form 161, Interlibrary Loan Request



Date of request

Call No.

A REQUEST

Borrowing Library

Fill in left half of form including both ribbon, carbonless to foil

For use of | Status | Dept.

Author (or periodical title, vol. and year)

Fold here

Send sheets A, B and C to lending library and enclose shipping tape

Title (with author & pages for periodical articles) (Incl. edition, place & date)

☐ This edition only

Verified in (or source of reference)

Lending Library

If non-circulating, please supply ☐ Microfilm ☐ Hard copy if cost does not exceed $

Fill in pertinent items under REPORTS, return sheets B and C to borrower library

Borrowing Library assumes responsibility for notification of non-receipt

Standard Form 161
November 1968
Interlibrary Loan Code
Library of Congress
162-181

AUTHORIZED BY: (FULL NAME)

Title

INTERLIBRARY LOAN REQUEST

According to the A.L.A. Interlibrary Loan Code and the Federal Library Committee's I.L.L. Code

REPORTS: Checked by

Sent by: ☐ Library rate ☐

Charges $ Insured for $

Date sent

DUE

RESTRICTIONS: ☐ For use in library only

☐ Copying not permitted ☐

NOT SENT BECAUSE: ☐ In use

☐ Non-circulating ☐ Not owned

☐

Estimated Cost of Microfilm

Hard copy

BORROWING LIBRARY RECORD:

Date received

Date returned

By ☐ Library rate ☐

Postage enclosed $ Insured for $

RENEWALS: (Request and report on sheet C)

Requested on

Renewed to (or period of renewal)

☆ U. S. GOVERNMENT PRINTING OFFICE: 1970 — 388 - 157

Loan Request Standard Form 161 (Figure 36) is available from the Government Printing Office, Washington, D.C. for $1.40 per hundred.

When borrowing from other libraries, remember the following points:

a. Verify request (author, title, etc.) before submitting.

b. Pick up and return the material promptly.

c. Don't borrow from one library repeatedly unless there is an understanding that you may do so.

d. If you determine there will be a continuing need for a borrowed item, purchase it for your collection.

e. Borrow only for official use.

The key to successful interlibrary loan is cooperation. A library must be as willing to lend as it is to borrow. However, interlibrary loan agreements should not be maintained at the expense of your own clientele. When possible, reproduce articles rather than lending bound periodicals or one-of-a kind publications. Do not reproduce complete copies of copyrighted materials.

CHAPTER 9. INFORMATION DISSEMINATION

64. ADDITIONAL INFORMATION SOURCES. In addition to its reference and circulation services, a library can disseminate information through the following:

a. Special Subject Interest File - card file by subject or project with names of interested staff members. New material is scanned and routed to appropriate personnel.

b. Acquisition Lists - listings of all new materials to be circulated regularly to the staff. This list is usually arranged alphabetically or by subject and may be annotated. "Housing and Planning References" may also be used as an acquisition list with the Regional or Area holdings indicated. Samples of Regional library lists may be found in Figure 37.

c. Bibliographies - selected reading lists on a specific subject. To avoid unnecessary duplication of effort, the Central Office Library will provide master lists of all its published and unpublished bibliographies.

d. Exhibits - displays on topics of current interest. Cooperation with various program areas on such exhibits can be mutually beneficial.

e. New Book Displays - selected new publications put on display for a limited period, usually one week. Library users may examine and reserve the books for later use.

f. Book Reviews - produced regularly by the Headquarters Library for distribution to Headquarters, Regional, Area, and Insuring Office personnel. They are objective, lengthy reviews of current publications considered to be of particular interest to HUD staff. (Figure 38)

g. Bulletin Board - post book jackets, publishers' announcements, and other pertinent information.

h. Posters - use to publicize library resources, services, and location.

i. Staff Newsletter - brief items on the library, recent acquisitions, etc. should be a regular item or appear as frequently as possible.

j. Library Information Brochures - information about the library facilities and resources for distribution to new employees, outside requestors, other libraries, etc.

Figure 37

Listing of Newly Acquired Publications - HUD Region VIII Library, Denver

(Sample page shown below)

Dobyns, Henry F.
Peasants, power, and applied social changes by Henry F. Dobyns Beverly Hills, Sage, 1972 237p. (Social change)

Edelman, Sidney
Search warrants and sanitation inspections-the new look in enforcement. Reprint from American Journal of Public Health, Vol 58, No. 5, May 1968. Wash., NAHRO, 1968. (Law enforcement)

Falk, Karl L.
Housing problems and tax policies: an international comparison. Wash., NAHRO, 1969. 13p. (Housing)

Federal Power Commission
All electric homes in the United States. Wash., GPO, 1971 (Housing)

Fielding, Byron
Home ownership for low-income families, by Byron Fielding and others. Reprint from Journal of Housing, Vol 26 No 6 (June) and No 8 (Aug/Sep) 1969. Wash., 1969 24p. (Home ownership)

Genung, George R. jr
Public housing: success or failure? Reprint from George Washington Law Review, Vol. 39, No. 4, May 1971. Wash., NAHRO, 71. (Public housing)

Guthrie, Harold W.
The role of earning rates in determining poverty, by Harold W. Guthrie. Wash., Urban Institute, 1973. (Poverty)

Green, Leslie
Urbanization in Nigeria: a planning commentary, by Leslie Green. New York Ford Foundation, 1972. 44p (City planning - Nigeria)

Gutman, Robert
People and buildings. New York, Basic, 1972. 471p. (Architecture)

Hage, Richard E.
The better communities act: the cities speak. Wash., National League of Cities, 13p. (Housing legislation)

Hatry, Harry P.
Issues in productivity measurement for local governments. Wash., Urban Institute, 1973. (Municipal government)

U.S. Dept of Health, Education and Welfare
Charges for care in nursing homes. Rockville, Md., National Center for Health Statistics, 1972 57p. (Nursing homes)

Figure 37A

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
REGIONAL OFFICE
26 FEDERAL PLAZA, NEW YORK, NEW YORK 10007

March 10, 1975

REGION II IN REPLY REFER TO

HOUSING AND URBAN RESEARCH

COMPILED BY
THE REGIONAL LIBRARY STAFF

SELECTED
CURRENT LITERATURE

Ashmore, Richard D. and John B. McConahay.
Psychology and America's Urban Dilemmas. New York, McGraw-Hill, 1975. $4.95.

Bednar, Michael J.
Architecture for the Handicapped in Denmark, Sweden, and Holland; A Guidebook to Normalization. Ann Arbor, University of Michigan, 1974. $6.00.

Chandler, Tertius and Gerald Fox.
3000 Years of Urban Growth. New York, Academic Press, 1974. $28.00.

Davidson, Harold A
Housing Demand: Mobile, Modular, or Conventional? New York, Van Nostrand Reinhold Co., 1973. $17.00.

Due Diligence in Real Estate Transactions. 2 vols. New York, Practising Law Institute, 1974. $20.00.

Economic Consultants Organization.
The Mobile Home; An Analysis of Its Potential As a Housing Resource. Syracuse, N.Y., 1972. $8.00.

Field, Donald R., James C. Barron and Burl F. Long.
Water and Community Development: Social and Economic Perspectives. Ann Arbor, Mich., Ann Arbor Science Publishers, 1974. $12.50.

AREA OFFICES
BUFFALO, NEW YORK · CAMDEN, NEW JERSEY · NEWARK, NEW JERSEY · NEW YORK, NEW YORK · SAN JUAN, PUERTO RICO
Insuring Offices
Albany, New York · Hempstead, New York

5/75

2265.3

Figure 38

LIBRARY AND INFORMATION DIVISION
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, D. C. 20410

BOOK REVIEW

October 29, 1973

City Limits; Barriers to Change in Urban Government, by Diana R. Gordon
New York, Charterhouse, 1973. 329p. $7.95 (Library call number: 352 G67c)

Diana Gordon, a Harvard Law School graduate, with experience in both federal and municipal government, began her research for "City Limits" while a Fellow at the Institute of Politics at Harvard. It was her previous experience as a New York City government official that led to her assignment to analyze that city's implementation of various programs, primarily those designed to alleviate problems of the urban poor. Her research was undertaken to clarify, if possible, why there is such disparity between intentions and results in governmental programs, and "what part of the answer lies in organizational factors: bureaucratic procedures, personnel, internal politics."

In her introduction, Gordon points out that cities' problems are not necessarily of their own making, and that traditionally

> "local governments have acted only on problems that could be solved with the provision of a limited, tangible service. Fifty years ago New York City spent substantial protions of its budget on sanitation and highways, nothing on public housing or welfare."

In the 1960's, however, many citizens and political leaders with reformist impulses, felt that citizen participation, welfare reform, affirmative teaching in the schools, rehabilitation of prisoners and other social goals could be attained through the application of sophisticated analytic and managerial techniques to local government, thereby halting the decline of the cities. John V. Lindsay was elected Mayor of New York on such a reform platform in 1966.

Mayor Lindsay did fight for his reforms, Gordon says, but was the victim not only of unrealistic expectations, but of the "jurisdictional and managerial problems that seem to many to determine cities' fates more surely than the competence or ideology of the Mayor and his appointees." In support of her contention, she writes:

> "Some of my observations of New York City government have already indicated to me that we have neglected one of the most important forces constraining our ability to bring about change. I have been struck over and over by the importance of patterns of behavior within big-city government agencies, patterns that help determine how a policy imposed from above is interpreted and carried out. . .My own experience suggests that not only decisions but their impact and outcome are shaped by bureaucratic behavior."

From her own, and colleagues' experiences, she synthesizes

(over)

some attempts to bring about change in the New York City government during the Lindsay years (1966-1973). Each was intended to be an innovation, and each, she believes, was a sincere effort to provide service. The specific cases were selected to illustrate one of four phases of *stimulating, defining, implementing* and *sustaining* change. And each was a failure.

Illustrating the results of *stimulus*, the author chose two health problems that outside pressures forced the city to act on—lead poisoning and the drug problem. The first failed because the lead activists did not bring the same kind of pressure to bear on the housing officials as they did on the health people. The second, because the program was deliberately fragmented among a number of city agencies.

"The Sixteen-Story Misunderstanding" recounts the problems that arose over *definition* when the City, in an attempt to implement Mayor Lindsay's concept of citizen participation, tried to negotiate with a group of residents of the Lower East Side over the use of an immense, empty city-owned building. Irresponsible promises by city officials as well as escalation of demands on the part of citizens resulted in confrontations, angry officials and unfulfilled expectations for the citizens.

The problems of *implementation* are illustrated by two records of defeat. One dicusses a three-year struggle between two arms of the City government over a water tunnel; the other examines the behavior problems of workers in a large organization—specifically, the effort to institute reform of correction officers after the prison riots of 1970.

The effects of *sustaining* change are shown in "A Hotel is Not a Home," in which the practice, initiated in 1947, of putting welfare families "temporarily" in hotels, was continuing into 1973, at immensely greater costs.

As Gordon points out, these, or other failures of New York City, are doubtless duplicated in other cities. In every case she describes, the reformers were better able to push for change than were the civil servants, but the reformers were more likely to pin their hopes on process rather than substance. On the other hand, "impediments to change are rooted in rationalizing bureaucracies."

For those readers not familiar with New York City, there may be a plethora of names, but for anyone interested in municipal government, and/or efforts to effect improvements, this book provides a rare insight into the workings of a city administration.

Mrs. Helen S. Boston
Senior Bibliographer

Distribution: W-1, W-2, W-3, R-1, R-4, R-5

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k. Tour Orientation - tours of library facility for new employees to acquaint them with library personnel and resources.

CHAPTER 10. FREEDOM OF INFORMATION

65. REGULATIONS. Under the regulations established pursuant to the "Freedom of Information Act", (Public Law 90-23, Public Information Act) HUD information and records are made available to the public.

66. CIRCULAR 1610.3A, " Provision of Information to the Public", states "It is the policy of the Department to make full and responsible disclosure of its identifiable records and information. Thus, although certain types of records are not subject to the mandatory disclosure requirements of the Freedom of Information Act, even these shall be made available upon request unless there is need in the public interest to withhold them. Statutory prohibitions against disclosure, such as 18 U.S.C. 1905, authorize withholding those records which are clearly subject to such prohibitions. Prompt response shall be made to every request of the public for information."

67. REQUESTS OR COMPLAINTS. Non-work related inquiries with which you cannot comply should be referred to an appropriate source for assistance. In handling requests for documents which are exempt from the coverage of the Freedom of Information Act, you should be guided by the provisions of Circular 1610.3A and refer the requests to the designated Information Center Officer in each Regional, Area or Insuring Office.

CHAPTER 11. STATISTICS

68. PURPOSE. Every well-run organization compiles facts and figures about its assets, progress, and volume of business. These statistics are used for management analysis and to justify budget and staff.

69. FREQUENCY. In the Central Office, statistics of key library activities such as acquisitions, reference, and circulation are maintained on a monthly basis by every staff member. The form, HUD-63 Library Statistics (Figure 39), may be adapted for Regional and Area libraries.

Figure 39

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

LIBRARY STATISTICS

Name

Date

		TOTAL
REFERENCE		
READERS IN THE LIBRARY		
CIRCULATION		
Books and Pamphlets		
Periodicals routed		
Borrowed from Outside Sources		
	TOTAL	
BIBLIOGRAPHY		
HPR (Items in issue)		
Other bibliographies - Items		
	TOTAL	
ORDER		
Purchase		
Free		
ACQUISITIONS		
Books and Pamphlets		
Serials		
	TOTAL	
CATALOGING		
Publications cataloged		
Cards typed		
Cards filed		
Publications processed		
MAINTENANCE		
Overdue notices and telephone recalls		
Filing and Shelving		
Cards Filed (Other than cataloging)		
Typing (If not counted above)		
Discards		
PROGRAM INFORMATION CENTER		
Telephone Calls		
Visitors		
Publications Distributed		

HUD-63 (6-70) Previous edition is obsolete

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CHAPTER 12. LIBRARY ORGANIZATIONAL GUIDES: A SELECTED BIBLIOGRAPHY

70. GENERAL.

American Library Association. A.L.A. Glossary of Terms. Prepared under the direction of the Committee on Library Terminology, by Elizabeth H. Thompson. Chicago, 1943. 159p. (020 (03) A52) $4

Baltimore Regional Planning Council. A Report on the Organization of the Regional Planning Council Library. Prepared by Teresa Romanowska- Lakshmanan. Baltimore, 1969. 85p. (026 (7526) B15r)

Council of Planning Librarians. Planning Agency Library Manual. Eugene, Ore., 1964. 27p. (020 C68) $5 (Revised edition, Planning and Urban Affairs Library Manual, also listed. However, this edition has valuable information not included in the revision.)

Knight, Hattie M. The 1-2-3 Guide to Libraries. 4th ed. Dubuque, Iowa, Wm. C. Brown, 1970. 84p. (027 K54o) $2.50

Knobbe, Mary L. and Janice W. Lessell, ed. Planning and Urban Affairs Library Manual. Rev. Monticello, Ill., Council of Planning Librarians, 1970. 82p. (026 K56) $10
A revision of this publication should be available in June or July of 1975.

Petru, William C. and Martha W. West, ed. The Library: An Introduction for Library Assistants. New York, Special Libraries Association, 1967. 79p. (020 P27) $4

Special Libraries Association. "Objectives and Standards for Special Libraries", Special Libraries, Vol. 55, no. 10, Dec. 1964, pp. 672-680.

Strable, Edward G., ed. Special Libraries: A Guide for Management. Rev. ed. New York, Special Libraries Association, 1975. 106p. (026 S77 1975) $8

Weiner, Betty H. Special Libraries: Planning and Operation. Washington, D.C., Educational Resources Information Center, Clearinghouse on Library and Information Sciences, 1971. 34p. (026 W24) $3.29

71. PHYSICAL PLANNING.

Brawne, Michael. Libraries: Architecture and Research Library Buildings. New York, Praeger, 1970. 187p. (027 B71) $21.50

Calderhead, Patrica, ed. Libraries for Professional Practice. London, Architectural Press, 1972. 127p. (026 C15) $11.50

Lewis, Charles M., ed. Special Libraries: How to Plan and Equip Them. New York, Special Libraries Association, 1963. 117p. (026 L28)

Metcalf, Keyes. Planning Academic and Research Library Buildings. New York, McGraw, 1965. 431p. (025 M27) $16

Mount, Ellis, ed. Planning the Special Library. New York, Special Libraries Association, 1972. 122p. (025 M68) $7.50

72. ACQUISITION OF MATERIALS.

Ford, Stephen. Acquisition of Library Materials. Chicago, American Library Association, 1973. 237p. (025.2 F67) $9.95

Melcher, Daniel. Melcher on Acquisition. Chicago, American Library Association, 1971. 169p. (025.2 M25) $8

U.S. Department of Housing and Urban Development. Library. Information Sources in Housing and Community Development. Wash., 1972. 44p. (728.1 (016) H68in) (Lists key book, periodical and film finding guides such as Books in Print, Standard Periodical Directory, etc.) Available free to HUD field libraries; 50¢ at Government Printing Office.

Wulfekoetter, Gertrude. Acquisition Work: Processes Involved in Building Library Collections. Seattle, University of Washington Press, 1961. 268p. (020 W85) $7.95

73. CATALOGING AND CLASSIFICATION

American Library Association. Anglo-American Cataloging Rules. Prepared by the American Library Association and others. North American text. Chicago, 1967. 400p. (025.3 A52 1967) $9.50; pap., $4.50.

Bloomberg, Marty and G. Edward Evans. Introduction to Technical Services for Library Technicians. Littleton, Colo., Libraries Unlimited, 1971. 175p. (020 B56) $8.50

Daily, Jay E. and Mildred Myers. Cataloging for Library Technical Assistants. Wash., Communication Service Corporation, 1969. 110p. (025.3 D14) $4

Freeman, Elsa S. The Universal Decimal Classification in the U.S. Department of Housing and Urban Development. Speech at the United States National Committee, International Federation for Documentation, Subcommittee on the Universal Decimal Classification, technical session, Dec. 4, 1969, Washington, D.C. Wash., 1969. 10p. (Available free to all HUD field libraries from the Central Office Library.)

International Federation for Documentation. Universal Decimal Classification. Abridged English ed. Prepared by the B.S.I. under the auspices of the International Federation for Documentation (F.I.D.) and with the concurrence of the Lake Placid Education Foundation, New York. 3rd ed. rev. London, British Standards Institution, 1961. 254p. (B.S.I. Reports 1000A; F.I.D. publication no. 289) (025.4 I57)

Mills, Jack. The Universal Decimal Classification. New Brunswick, N.J., Graduate School of Library Science, State University, 1964. 132p. (025.3 M45u) $6

Osborne, Andrew D. Serial Publications. 2nd ed. Chicago, American Library Association, 1972.

Seely, Pauline A., ed. ALA Rules for Filing Catalog Cards. 2nd ed. Chicago, American Library Association, 1968. 260p. (025.3 A52 1968) $2

Wellisch, Hans. The Universal Decimal Classification, A Programmed Instruction Course. College Park, Md., School of Library and Information Services, University of Maryland, 1970. 195p. (025.4 W25) $3.50

Wynar, Bohdan S. Introduction to Cataloging and Classification. 4th ed. Littleton, Colo., Libraries Unlimited, 1972. $8.50

74. REFERENCE.

Anders, Mary Edna. "Reference Service in Special Libraries", Library Trends, Vol. 12, no. 3, Jan. 1964, pp. 390-404.

Andriot, John L. Guide to U.S. Government Serials and Periodicals. McLean, Va., Documents Index, 1962- . (351 (016) A52)

Council of State Governments. State Blue Books and Reference Publications; A Selected Bibliography. Lexington, Ky., 1972. 70p.

Hutchens, Margaret. Introduction to Reference Work. Chicago, American Library Association, 1944. $4.50

Schmeckebier, Laurence F. Government Publications and Their Use. Rev. ed. Wash., Brookings Institution, 1969. 476p. (351 (016) S23) $9.95

U.S. Department of Housing and Urban Development. Library. Information Sources in Housing and Community Development. Wash., 1972. 44p. (728.1 (016) H68in) Available free to HUD libraries; 50¢ at Government Printing Office.

Winchell, Constance M. Guide to Reference Books. 8th ed. Chicago, American Library Association, 1967. 741p. (030 (016) W45 1967) $15

Wynar, Bohdan S., ed. Introduction to Bibliography and Reference Work. 4th ed. Littleton, Colo., Libraries Unlimited, 1968. $8.25

75. LEGAL RESEARCH.

American Jurisprudence; A Comprehensive Text Statement of American Case Law... 2nd. San Francisco, Bancroft-Whitney Co., Rochester, N.Y., The Lawyers Cooperative Publishing Co., 1962. 45v. (supplements) (Consult Federal Supply Schedule for price)

Corpus Jurus Secundum; A Complete Restatement of the Entire American Law as Developed by All Reported Cases. St. Paul, West, 1936. 136v. (supplements) (Consult Federal Supply Schedule for price.)

Index to Legal Periodicals. Bronx, N.Y., Wilson, 19 . Monthly. $35 per year

Pollack, Erwin H. Fundamentals of Legal Research, by J. Myron Jacobstein and Roy M. Mersky. 4th ed. Mineola, N.Y., Foundation Press, 1973. 565p. (LAW T P655fu) $12

Price, Miles O. and Harry Bitner. Effective Legal Research. 3rd ed. Boston, Little, Brown, 1969. 503p. $10

76. STATISTICS

American Library Association. Library Statistics: A Handbook of Concepts, Definitions, and Terminology. Joel Williams, ed. Chicago, 1966. $5.50

American Library Association. National Conference of Library Statistics. Chicago, 1966. $2

NOTE: HUD call numbers and prices are given where available

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T Cook

Assistant Secretary
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